

Overhead Scanner (ScanSnap) Checklist

- ✓ Patrons must go through the certification process to use the ScanSnap Scanner.
- ✓ Patrons must make a reservation to use the ScanSnap Scanner.
- ✓ Patrons will have a limit of 2 hours per day to use the scanner.
- ✓ Patrons must save their digital images on their own flash drive, SD card, DropBox, or Google Drive. Images cannot be left on the desktop of the computer. Flash drives and SD cards may be purchased from the library.
- ✓ Please report any problems or issues with the scanner or software to staff immediately. Do not try to fix it yourself.
- ✓ Scanner should be shut off, software closed, and computer turned off when a patron is finished working for the day.