

### **Policy for Library Fax Services**

Only a member of the library staff may operate the fax machine.

Outgoing faxes will be sent as expeditiously as possible – the service will be cut off one-half hour before closing time.

Incoming faxes will be held for 10 days only.

Patrons may pay by cash or check only.

The library will do its best to ensure that the fax is sent; patrons will be reimbursed if the fax does not go through.

The library will not be liable for faxes sent from or to our fax number. It is up to the patron to ensure that the intended party has received or sent the information.

Fax charge for sending will be \$2.00 for the first page, then \$1.00 per page up to 10 pages. Additional charges may be waived or discounted at staff discretion.

Incoming fax charge will be \$.50 per page.

The library cannot send international faxes.

*Adopted: 4/30/14*

*Revised: 9/27/23*