

Fax Policy

1. The Library staff will fax documents for the public while they wait providing there is adequate staff to perform the service. Lacking staff, an effort will be made to fax within 48 hours or the customer will be notified. The library does not do international faxing at this time.
2. The library cannot assume responsibility for ensuring that a fax reaches a particular person or department at the destination. The receipt that is printed out by the fax machine will be given to the patron as proof that it was completed successfully.
3. The cost to send a fax will be \$1.00 per page. Proceeds go to the Friends of the Library Fundraising.
4. The library does not encourage receiving of faxes, however, on the occasion that it occurs, the charge is the same as for sending. One phone call reminder will be made. The customer will be responsible for the charges regardless of whether they pick up the faxes. This charge will be added to their borrower's record or a bill will be sent to their house. Faxes will be held for one week and then discarded.

Approved by the Board of Library Trustees 10/16/02

Revised and approved by the Trustees 6/18/08