

FAX POLICY

- The Library's fax machine will be made available to the general public under the guidelines listed below:
- Only library staff will operate the fax machine
- Outgoing faxes are \$3.00 for up to five pages and \$.50 for each page thereafter. This charge will apply to each location the fax is sent. International calls will be \$5.00 for the first page and \$.50 for each additional page. These charges cover the cost for the dedicated line, long distance, paper and machine maintenance. Patrons must have the fax number ready including area code and country code. (International calls) Patrons will be asked to remain in the Library while the fax is being sent in case it cannot be transmitted. Staff will attempt to send a document to a busy fax number for 15 minutes.
- Incoming faxes will be charged \$1.00 per fax up to five pages and .25 for each page thereafter. Attempts to contact people receiving incoming faxes will be made. Incoming faxes will be kept for 10 days. Patrons receiving a fax must pay for it upon receipt.
- Only cash or personal check may be used to pay for faxes. The library does not accept credit cards and personal telephone cards may not be used.