

FAX MACHINE POLICY

1. The use of the library fax machine is available to the public.
2. Faxing charges are \$2 for the first page and \$1 per page thereafter. This applies to either in state or out of state faxes. There will be no charge if the fax is not readable. The library will provide a transmittal page for verification free of charge.
3. Only staff members will send faxes.
4. Availability of all magazine article copies and book pages for faxing are subject to legal copyright restrictions.
5. It is the responsibility of the patron to pick up their faxes in a timely manner.
6. It is not the responsibility of the library to inform the patron that a fax has come in for them. Faxes that have not been picked up after two weeks will be shredded.
7. All information related to the sending and receiving of faxes shall remain confidential.