

Fax Machine

Fax machines are available for public use. The machines are operated by a staff member.

Outgoing faxes

Staff will fax information for patrons to any phone number in the United States. Patrons will be charged \$2.00 for the first outgoing sheet and \$1.00 for each additional sheet. Exceptions are as follows: there will be a flat charge of \$2.00 for up to fifteen sheets to a local number or to a toll-free long distance number. Faxes that fall into this category will be charged at the rate of an additional \$1.00 per page after the first fifteen pages. The library will provide a cover sheet upon request; normal sheet charges will apply.

Receiving faxes

The library will receive faxes from another location for patrons. Collection of the material is the responsibility of the recipient. The library staff does not deliver material nor notify patrons that their material has arrived. The material will be held for five days at the circulation desk. The charge for receiving faxes is \$1.00 for each sheet.

There is no charge for faxes sent or received on behalf of a patron for reference purposes.

There is no charge to fax materials to verify the library's proctoring of an exam.

Requests for information may be made by telephone or in writing. Up to five letter-sized pages may be copied from library materials and faxed or mailed to the patron's home or business without charge if requested.

Approved by the Board of Trustees, February 11, 2002; Revised and approved February, 2005; approved with no changes April, 2008; revised and approved December 13, 2010; revised 2014.