

## Fax Machine

### **Policy on Use of the Fax Machine**

Fax machines are available for public use but are operated by a staff member. The library uses a third party service for faxes in order to provide higher quality fax images at reduced cost: patron materials are scanned and emailed to the service, which transmits the material to the receiving fax machine number provided by the patron.

### ***Charges and Policy for Outgoing Faxes***

- Service area: Staff will fax information for patrons to any phone number in the United States.
- Fees: Patrons are charged \$2.00 for the first 10 sheets, and an additional \$2.00 for any additional sheets. There is no reduction in the fee for transmitting fewer than 10 sheets.
- Cover sheets: The library will provide a cover sheet upon request; this page is included in the 10 sheet count.
- Fax confirmation: Upon request, patrons are provided with a confirmation sheet at the conclusion of a successful transmission.

### ***Charges and Policy for Receiving Faxes***

- Service: The library will accept faxes from another location for patrons.
- Fee: \$2.00 for up to 10 pages, and an additional \$2.00 for any additional sheets.
- Notification: Collection of the material is the responsibility of the recipient. Faxes received for a patron are held for five days at the circulation desk. The library staff does not deliver material nor notify patrons that their material has arrived.

### ***Other Faxes***

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

*Approved by the Board of Trustees, February 2002; Revised and approved February 2005; approved with no changes April 2008; revised and approved December 2010; revised 2014; approved with revisions, December 2018; revised and presented for first reading September 2020.*