

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; approved with no changes Sept 2025.

