

Rosemary Garfoot Public Library
Fax Machine Policy and Procedures for Public Use

The library's fax machine is available to the general public on a limited basis as follows:

- Library staff members will operate the fax machine at all times.
- Outgoing and incoming fax transmissions are permitted. Patron must ask permission before receiving an incoming fax.
- The library is not responsible for missing pages, bad transmissions or incomplete patron identification.
- Only cash or personal checks may be used to pay for fax transmissions. Credit cards, phone cards and third party billing are not accepted.
- Payments must be pre-paid before faxes are sent.
- Patrons must have fax numbers including area code for long distance calls ready before asking staff to transmit the fax. For International calls, country codes are also required.
- Fax transmissions will be charged .25 per page. Charges apply to each location the fax is sent.
- Charges cover telephone costs including long distance. Basic charges cover calls placed only within the United States. International calls will include an additional \$1.25 charge per page.
- A call placed to a busy signal will be resubmitted up to a maximum of ten times at no extra charge. Patrons have the option to pay an additional .50 per page to have library staff members continue trying. If the patron chooses not to continue due to a constant busy signal, their money will be fully refunded.
- Costs may be revised on an as-need basis dependent upon changing costs in phone lines, long distance fees and fax machine operation.
- Additional regulations will be created as needed.

Adopted 12/18/1995

This document was revised and reviewed accordingly on 3/27/2007.

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