

Faxing Service Policy
May 14, 1998
Revised 3/08/01, 1/10/07, 9/10/09, 3/21/13, 3/9/2015, 12/14/21
Reviewed 6/11/19

The fax machine will be available for receipt and transmission in non-library applications when not being used for library business. The following rate chart will apply:

Transmitting: (includes phone line costs)	
Each Page	\$0.50
Local or toll free calls	No Charge
Receiving:	
Each Page	\$0.20

The fax machine is available for sending only during library hours. The fax machine will be in a receiving mode at all hours, except when the telephone is otherwise in use. This will include hours when the library is closed.