

Faxing Service Policy

CURRENT

May 14, 1998

Revised 3/08/01, 1/10/07, 9/10/09, 3/21/13, 3/9/2015

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)

1st page	\$2.00
Each additional page	\$1.00
Local or toll free calls	
first 3 pages	\$1.00 (total charge for all 3 pages)
additional pages	\$.50 each

Receiving:

1st page	\$1.00
Each additional page	\$.50

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.