

Public Fax Machine Policy

The library's fax machine will be made available to the general public on a limited basis which includes:

- ❖ Only a member of the staff may operate the fax machine
- ❖ Outgoing faxes will be sent as expeditiously as possible. Library staff reserves the right to refuse faxing that cannot be completed before closing time that day.
- ❖ Faxes sent to a busy signal will be resubmitted up to 5 times (preprogrammed on fax machine) at no additional charge. If the line continues to be busy upon a second try and the customer does not wish to send the fax, the money will be refunded in full.
- ❖ Cash can be used to pay for incoming or outgoing faxes. Credit cards are accepted if the user is billed for the service through their SAILS Library Card account and the bill is paid before leaving the library. Phone cards and third party billing are not accepted.
- ❖ Payment must be made ready in advance of sending or receiving of faxes
- ❖ Outgoing faxes will be charged \$1 for each page for all calls within the United States. International faxes will be charged an additional \$1.00 per page
- ❖ Incoming faxes will be charged 20 cents per page.
- ❖ Incoming faxes will be held at the desk for pick up for 10 days then discarded. All incoming faxes must contain the receiver's name for identification purposes.
- ❖ The library accepts no responsibility for missing pages, bad transmissions or incomplete patron identification.
- ❖ Costs may be revised, as needed, depending on the cost of telephone lines, including long distance, and the cost of operating the fax machine.