

Town and Country Public Library District

Use of Public FAX Machine

A fax machine is provided for public use. Public use does not extend to the staff fax machine. The following rules apply:

- The public fax is intended to be self-service, but library staff will assist when requested
- Faxes may not be received on this machine; only outgoing faxes are accepted
- The charge to fax is \$1.00 per page for faxes to U.S. phone numbers; \$2.00 per page for faxes to phone numbers outside the U.S. All fees must be paid in advance
- The fax is available for use during all Library hours; faxing must be completed before close of business
- The Town and Country Public Library is not responsible for failed or incomplete transmissions, or for any breach of patron privacy that may occur in the transmission process
- Proof of receipt of a fax transmission is the responsibility of the patron; if a fax transmission was not received, the Library will resend the fax once at no charge

Approved: February 9, 2009

Effective: February 9, 2009