

## Fax Policy

The Library offers fax service to the general public.

### **I. Faxes**

- A. The patron is responsible for making copies of any materials which are crumpled, torn, or of a size that does not fit into the fax machine.
- B. The library accepts no responsibility for missing pages or bad transmissions.
- C. The patron is responsible for and must have the fax number ready, including area codes for long-distance calls. Calls outside of the United States will not be made.
- D. Outgoing faxes will be charged at a rate approved by the Library Board. Charges cover telephone costs including long distance. All payments must be received at the time the fax is sent.
- E. The Community Library does not receive faxes for library patrons. Faxes sent to the Community Library will be destroyed.