

<p style="text-align: center;"><b>Cromaine District Library</b> <b>Policy</b></p>	<p>Policy #: 4040</p>
<p style="text-align: center;"><i>PUBLIC FAX SERVICE</i></p>	<p style="text-align: center;"><u>Tracking Record</u> Date Approved: 6/27/96 Revised: 10/21/99; 2/01</p>

## **Purpose**

As part of its mission to offer convenient service to the community, the Library provides a fax machine for the use of the public.

## **General Guidelines**

1. Cromaine District Library will provide a service for sending and receiving faxes for the public. Faxes may be sent within the United States or internationally.
2. There will be a per page charge for all faxes, incoming or outgoing, including the cover page. Fees are listed on the "Loan Period, Deposit and Fee Schedule." The fee must be paid at the time of faxing. Payment may be made by cash or check.
3. It is the responsibility of customers to know if a fax is being sent to them via the library fax machine. The library will not be responsible to call people to inform them of incoming faxes.
4. Although library staff will make every effort to successfully transmit and receive fax messages for the public, Cromaine District Library assumes no responsibility for lost messages.