

# **MacDonald Public Library**

## **FAX USE POLICY**

As a special service, the Library provides fax service for the public using a dedicated fax line. Library services and operations, however, will take priority over public fax use.

The fax service is available up to 15 minutes before closing.

Patrons may not utilize the fax machine on their own, but must have service performed by a library staff member.

### **Fees**

Reimbursement charges (to cover use of the fax machine, including toner, paper and staff time) for public faxes are as follows:

#### Outgoing Faxes

- Local/Long Distance     \$2.00 for the 1<sup>st</sup> page and 50¢ for each additional page

The above charges apply for each telephone number the fax is sent to. The Library will not refund any money for faxes that are sent.

#### Incoming Faxes

- A reception charge of 50¢ per page will be charged to cover the cost of materials and maintenance.

### **Regulations**

- All material intended to be transmitted must be in good condition (free of wrinkles, folds, and tears); materials not in appropriate form must be photocopied at patron's expense.
- The Library is not responsible for the quality of a fax transmission.
- The Library is NOT responsible for successful receipt by the destination fax; the patron is expected to confirm the receipt of the fax by the other party. The Library will provide verification that a fax has been sent (transaction report); this does not verify receipt by the other party.
- The Library is not responsible for any damage or loss of data or consequential damage arising out of the use of the fax.
- Patrons must alert the Library as soon as possible if they expect to receive a fax. The Library will attempt to notify people that their fax has been received. The patron must pick up the fax as soon as possible. Payment is expected at time of pickup.
- Any fax not picked up with-in 48 hours of receipt will be shredded.

### **Responsibility Statement**

- The fax machine is a public conveyance and as such the Library cannot be responsible, beyond normal means, for the safeguarding of any private or sensitive materials either transmitted or received on any machine under its control.