

## **Patron Fax Machine Use**

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

1. The public fax is intended to be self-service, but library staff will assist when requested
2. Faxes may not be received on this machine; only outgoing faxes are accepted
3. 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
4. The fax is available for use during all Library hours; faxing must be completed before close of business
5. 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
6. 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, 2009