

Shiocton Public Library Fax Machine Use Policy

Fax machines are available for public use at the Shiocton Public Library. Use is subject to the following guidelines:

- The fax machines may not be available for use at all times. Use of the telephone line by staff for Library related business will be a priority.
- Use of the fax machine shall be by Library staff only.
- Faxes to international phone numbers are not permitted.
- The Library is not responsible for any fax not received by the intended recipient.
- Incoming faxes for patrons are not permitted.
- A per page cost recovery fee, determined by the Trustees, will be charged for each transaction. The current fee schedule will be posted on or near the machines at all times.
- Patrons may request a fax report to verify the item was sent. Library printing fees will apply to printing of this report.

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