



## **Fax Policy**

To enhance customer service, the Mamakating Library is pleased to provide a fax service to its community as an additional library offering. The Library will provide a cover sheet at no charge to be filled out by the patron. The patron is responsible for finding and verifying the correct fax number. Charges are \$1 for each page. Charges for incoming faxes are \$1 per page, including any cover sheets. Patrons are responsible for picking up incoming faxes in a timely manner.

Operation of the fax machine is restricted to staff members only. Fax transmission collection service is available only during the hours the Library is open, staff time permitting. If the fax number is busy, the number is redialed twice automatically. If the fax is not successfully transmitted after three attempts, the document(s) and payment will be returned to the patron. The Library assumes no responsibility for documents left on the premises.