



## **Policy for Use of FAX Service**

The Mamakating Library is pleased to provide a fax service to its community.

- 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 per page, excluding the cover sheet.
- Charges for incoming faxes are \$1 per page, including the cover sheet.
- Patrons are responsible for picking up incoming faxes in a timely manner.
- Operation of the fax machine is restricted to staff members only.
- 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.
- Documents that are crinkled or too small to fax will be photocopied first at the current rate for prints/copies.

\*Charges may be waived at the discretion of the Director

## **COVER SHEET FOR FAXING**

**TO:** \_\_\_\_\_

**FAX NUMBER:**

\_\_\_\_\_

**FROM:**

\_\_\_\_\_

**PAGES:** \_\_\_\_\_ + **COVER SHEET**

**DATE:** \_\_\_\_\_