

## **Dr. Grace O. Doane Alden Public Library Fax Policy**

As a special service, the Library provides fax service for the public using a dedicated fax line. Faxes will be sent to the continental USA only; faxes transmitted to an international number are not permitted.

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

**Transmission (outgoing)**

**\$1.50 for the first page**

**\$.50 for each page thereafter**

All material intended to be transmitted or received must be on standard 8½ x 11, letter sized paper. All material intended to be transmitted or received must be in good condition (free of wrinkles, folds, and tears); materials not in appropriate form may be photocopied at patron's expense.

Patron proof of identification will be requested upon receipt of received faxes. Patrons may request a receipt of fax transmission. Received faxes must be picked up within one (1) week or they will be shredded.

Fax service may not be used for any illegal purpose. Adherence to the Copyright Law, Title 17 of the United States Code, is the responsibility of the patron. The Dr. Grace O. Doane Alden Public Library is not responsible for the quality of a fax transmission. The Dr. Grace O. Doane Alden Public Library is not responsible for any content transmitted or received. Patrons using the Library's Fax service are responsible for the confidentiality of any content transmitted or received.

Patrons are reminded that fax service is an ancillary service and other library services may receive priority; staff will assist in fax service as other duties allow. Patrons may be requested to wait for faxing services if staff is busy.

**Revised and Approved by the Dr. Grace O. Doane Alden Public Library Board of Trustees:**

**1997**

**2002**

**2005**

**2011**

**October 2015**