

Weyauwega Public Library
FAX MACHINE USAGE POLICY

_____ passed _____ revised

The Library's fax machine will be made available to the general public on a limited basis which includes:

1. Only the library staff will operate the fax machine.
2. The library accepts no responsibility for missing pages, bad transmissions or incomplete identification on incoming faxes.
3. Cash or personal checks may be used to pay for either incoming or outgoing faxes.
4. All payments must be prepaid before faxing out or receipt of materials.
5. The patron is responsible for and must have the fax number ready, including area codes for long distance or country codes for international calls.
6. Outgoing faxes will be charged \$2.00 for the first page and \$1.00 for each additional page. Library cover pages are optional, the \$1.00 charge is applicable to the cover page. Maximum \$10 fee for large faxes.
7. Charges cover telephone costs, including long distance. Basic charges are for calls placed within the United States only. International calls will be charged \$5.00 for the first page and \$2.50 for each additional page. Maximum fee of \$25.00 for large international faxes.
8. Incoming faxes will be charged at \$1.00 per page for United States and international faxes. Incoming faxes will be filed in a manila folder in alphabetical order by receiver's last name. They will be held for 10 days and then discarded. Patrons expecting a fax must call the library to check to see if it has been received. A notice will be placed on the incoming fax indicating the date received and the amount due. The bill must be paid in full before fax will be turned over to patron.
9. Library staff reserves the option to fax pages within a twenty-four hour period.
10. A call placed to a busy signal is automatically redialed twice by the fax machine. If there is still no answer, a transmission sheet is printed explaining the reason for non-transmittal. If the patron decides not to send the fax because of a busy signal, the money paid will be refunded in full.
11. Costs may be revised as needed, dependent on the cost of the phone lines, including long distance, and the cost of operating the fax machine.
12. Additional regulations may be created as needed.
13. Faxing hours are the same as the operating hours of the Library.