

FAX POLICY

The Voorheesville Public Library provides a FAX in a shared manner by the library and the general public.

The FAX PHONE NUMBER IS **765-3007**.

The machine is operated by library staff.

Customers who need the FAX service will be accommodated as soon as possible. Library services and operations, however, will take priority over public fax use.

The fax may be used to send and receive material. Customers must be in the library to send a fax. They may NOT leave their material at the library to be sent at a later time.

The FAX service is available during the hours the library is open.

The library is NOT responsible for the kinds of material sent or received on the fax. If the service is abused, a customer may be denied use of the fax by the Director.

The Copy must be in a condition acceptable to the fax equipment. Paper to be FAXed must be letter or legal size. Proper copy is the patron's responsibility.

The library is NOT responsible for successful receipt by the destination fax, nor is the library responsible for any damage or loss of data or consequential damage arising out of the use of the fax.

Incoming faxes:

A customer must alert the library as soon as possible if they expect to receive a fax. The library will attempt to notify people that their fax has been received. The customer must pick up the fax as soon as possible. Payment is expected at time of pickup.

Fees:

The fees for public use are indicated below. These are determined by the library board and will be adjusted as needed.

Fees for sending long distance and local faxes will be paid when the fax is sent. If the transmission from the library fax is successful, the customer will pay the fees as indicated below.

Each attempt after the first unsuccessful attempt will cost \$0.35.

Any unpaid fax cost will be charged to the customer's library card.

Local and 1-800-#'s	\$1.00 for the first page	\$.50 for each additional page
Long Distance and International:	\$2.00 for the first page	\$.50 for each additional page
Incoming Fax	\$.50 per page	
Unsuccessful Fax	First try at no charge	\$0.35 thereafter