

# Norelius Community Library

## FAX POLICY

The following guidelines regarding fax use will be observed:

1. Patrons will be charged a fee to send a fax: \$1.00 for the first page, and \$.50 for each page thereafter.
2. Fee to receive a fax: \$.50 per page.
3. All fees must be paid when fax transmission takes place. No provision will be made for billing. No credit card or debit card capabilities. Fees must be paid by cash or check.
4. Fees collected for the use of the fax machine will be deposited in the Library Special Account for expenses of the fax machine.
5. No charge will be made to any City of Denison or Crawford County employee for use of the fax machine for official business purposes.
6. No charge will be made for sending or receiving interlibrary loan requests.
7. Library staff shall have fax privileges at no charge at the Library Director's discretion.
8. Local recipients of fax documents during normal Library hours will be notified if possible.
9. We are not responsible for misdirected fax messages.