

Policy Objective: Gibson Memorial Library offers faxing services to members, staff and the general public. Fax Services are available via the staff copier located in the staff office area. This machine serves a number of purposes. The fax machine is primarily used for Library operations and services, however, patrons needing fax service will be accommodated as soon as possible.

1. Procedures:

a. Sending Faxes:

- i. Operation of the fax machine is limited to Library staff.
- ii. Library Staff may fax materials for patrons and community members at the following rate:
 - \$1.00 for the first page
 - \$0.50 for each additional page
- iii. Payment is due after successful fax transmission.
- iv. Fax transmission cover sheets are available upon request for free.
- v. Library staff reserve the right to terminate faxing service after 3 (three) unsuccessful attempts.
- vi. Members of the staff are responsible for faxing their own materials.
- vii. No international non-library transmissions will be allowed.

b. Receiving Faxes – Library Fax Phone Number – 641.782.4604:

- i. Operation of the fax machine is limited to Library staff.
- ii. Library staff may receive fax materials for patrons and community members at the following rate:
 - \$0.50 per page received
- iii. Incoming faxes should be distributed immediately to the person to whom they were addressed.
- iv. Unknown faxes should be given to the Library Director for identification.
- v. Personal faxes for Library staff are permissible.
- vi. No international non-library transmissions will be allowed.

2. Other faxing rules and regulations:

- a. Fax services may not be used for any illegal purpose and patrons must abide by all copyright laws.
- b. The Library is NOT responsible for the quality of the fax received or sent including: missing pages, bad transmissions, failure to transmit or incomplete information. Patrons are expected to confirm the receipt of the fax by the other party. However, Library staff reserve the right to waive charging the patron for a second attempt to send a fax.
- c. Patrons must be present when the fax is sent. Patrons have 3 (three) days to pick up their fax, if not picked up, the fax will be shredded and charges will be assessed to the individual if they have a Library card.
- d. Abuse of the fax service may lead to denial of future use.

Adopted: Nov 7, 2011

Reviewed: September 2014, December 2020 (This policy supersedes previous versions dated before December 2020)