

Policy for Use of the FAX Machine

CHARGES:

There will be no charge for normal operation of the FAX machine in performing standard library activity in fulfillment of patron's requests. This includes reference and interlibrary loan transaction processing. Normal use is considered to be up to 10 sheets of paper being transmitted or received. Should additional sheets be required, the patron will be assessed the standard fee for additional pages.

The FAX machine will be available for receipt and transmission in non-library applications when not being used for library business. The following rate chart will apply:

Transmitting:

Domestic: (Includes phone line costs)

1st page.....\$2.00

Each additional page.....\$1.00

International: (Phone line costs are additional)

Each page.....\$4.00

Receiving:

As the fax machine is also the library copier, the copier fee schedule applies:

\$0.15 per black and white for letter size page, \$0.20 for larger sizes

\$0.50 per color for letter size page, \$1.00 for larger sizes

EXCEPTIONS TO FEES:

Sending and receiving fees will not be charged for use of the FAX by City Officials (City Clerk, City Coordinator, Police Officers, etc.) for City Business purposes only. Fees will be charged for all personal use.

AFTER HOURS USE:

The FAX machine is available for sending only during library hours unless prior arrangements have been made with the Library Director.

The FAX machine will be in a receive mode at all hours, except when the telephone line is otherwise in use. This will include hours when the library is closed.

RESPONSIBILITY:

The James Kennedy Public Library and staff are not responsible for lost or delayed FAX transmittals or receipts. The staff will deliver FAXes to city departments to the best of their ability; however, traditional library duties (i.e. reference, circulation, etc.) take priority. Anyone using the library fax who is not affiliated with city government is expected to pick up and pay for faxes received in a timely fashion.

Approved 6/24/92; Revised 8/94; Reviewed 5/98;
Revised 2/02, revised 6/07