

# Fax Policy

Thayer Memorial Library is pleased to provide fax service to the public. Patrons needing fax service will be accommodated as soon as possible, but library services and operations will take priority.

- Patrons must have a valid library card in good standing.
- Operation of the fax machine is limited to library staff.
- The fax service may not be used for any illegal purpose, and patrons must abide by all copyright laws.
- The library is not responsible for the quality of the fax, 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.
- Patrons must be present when the fax is sent. If transmission is unsuccessful after 3 attempts, the patron must try back in at least one hour.

The fee schedule for faxes is:

- 1-9 pages     \$1 per page
- 10 > ≤ 20 pages     \$10
- 20 > ≤ 40 pages     \$20
- Add one dollar for every five pages above 40.

***(CASH ONLY)***

All fees must be paid at the time the fax is sent. Any unpaid fax cost will be charged to the patron's library card.

Abuse of the fax service may lead to denial of future use.