

Fax and Copier Policy

Policy

The Library offers a copier and fax machine for the use of its patrons.

Procedures

1. A small fee for service will be charged. The Library Board determines the fees for the use of this equipment.
2. The use of these machines is at the discretion of the Library staff.
3. The fax machine may be used for incoming and outgoing faxes. If a patron is expecting a fax, he or she should alert the Library staff and collect the fax as soon as possible.

Adopted June 8, 1998

Revised January 14, 2008