

## EASTON LIBRARY

### FAX MACHINE POLICY AND PROCEDURES

The Easton Library is pleased to provide a fax service to the public. Library users needing fax service will be accommodated as soon as possible, but library services and operations will take priority.

#### Procedures:

- Operation of the fax machine is limited to library staff.
- Fax transmission is available only during the hours the library is open.
- A fax transmission cover sheet is available upon request. The cover sheet will be counted as an additional page.
- Only outgoing fax transmissions are permitted.
- Transmission errors are common and print quality is variable and not controlled by the library. The library is NOT responsible for successful transmission of faxes nor is the library responsible for any damage or loss of data or consequential damage arising out of the use of this service.
- Only the patron may determine the success of the transmission by calling the recipient.
- Customers must be in the library to send a fax. They may NOT leave their material at the library to be sent at a later time.
- The library does not fax to international numbers.
- The fax is connected directly to the telephone outlet. There are no computer connections to the fax.
- Spectrum is the library's telephone provider. **There are no local or long-distance charges for patrons to fax documents.**

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