

## **Reading Public Library Public Fax Service Policy**

Reviewed and Approved 12/16/2024

The Reading Public Library provides faxing service to the public. The terms and conditions of faxing are listed below:

1. Faxes may be sent as well as received at the library.
2. Faxing fee is \$1.00. There is no cost for additional pages.
3. All faxing is done by library staff.
4. Payment for faxes must be made at time service is rendered.
5. Domestic fax service only is provided, including to Alaska, Hawaii, and Puerto Rico. No international faxes may be sent or received.
6. All faxes must be done on 8 ½ x 11 paper only; no legal sized paper may be used.
7. Accuracy of the fax number is the responsibility of the patron.
8. The library is not responsible for the quality of faxes.
9. The library is not responsible for content of faxes.
10. The library does not provide cover sheets for faxes.
11. Faxing is a service we happily provide, but if staff is busy with other duties, a patron may be asked to wait until time allows for the fax to be handled.
12. The library makes every effort to ensure accuracy of fax transmissions. However, the library is not responsible for staff error (e.g. transposition of numbers).

### Policy History:

Approved 12/19/2011

Reviewed and Accepted 12/17/2012

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