



CUDAHY FAMILY LIBRARY

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POLICY

Category: Services

Number: D.02

Title: **Public Fax Service Policy**

Effective Date: June 2, 2012

Authorized By: CFL Board of Trustees

Last Revision or Review: October 15, 2003; June 29, 1995

The Cudahy Family Library offers a public fax service available at the Circulation Desk. Looseleaf materials will be faxed by Staff members to any fax number in the continental United States. If the document is not looseleaf, it must be photocopied by the patron for the fax transmittal. The fax transmittal can accommodate either legal or letter size documents. The Library does not offer this service for overseas or international calls.

Fees for the fax service are \$1.50 for the first page and \$1.00 for every additional page. Payment is made at the time of service. Cover sheets are considered a page and are counted in determining the cost of the fax transmittal. The Library provides the patron with a printed report verifying the successful transmission of the fax at no extra charge.

The Library will receive incoming faxes for individuals at 50 cents per page. The collection of the faxed materials is the responsibility of the receiver. Patrons expecting a fax must contact the Library to see if it has been received. Incoming faxes will be kept on file for seven days at the Circulation Desk; all unclaimed faxes will be shredded.

The Cudahy Family Library assumes no responsibility for the content of any fax, for any missing pages, for bad transmissions, for transmissions sent to the wrong telephone number due to patron error or incomplete patron identification on incoming faxes.