

POLICY

Category: Services

Number: D.3

Title: **Public Fax Service Policy**

Effective Date: October 15, 2003

Authorized By: CFL Board of Trustees

Last Revision or Review: 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. Fees are \$1.50 for the first page and \$1.00 for every additional page. The Library does not offer this service for overseas or international calls.

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. Incoming faxes will be kept on file for three days at the Circulation Desk; unclaimed faxes will be shredded.

The Cudahy Family Library disclaims any responsibility for losses incurred through the use of this facsimile service.