

FAX MACHINE POLICY

Jasper County Public Library

The library-owned fax machine will be used by staff when they need to send documents quickly. It will also be used (at no charge) when a patron from one branch needs information available at another branch and does not wish to wait for it to be sent by transport. Staff and Board members will be charged 15 cents per page for personal use of the library-owned fax machine.

Patrons may fax for a fee via self-service Fax 24 Scan kiosks located in each library. The Library does not fax non-library materials for patrons.

10/94; reviewed 7/12; revised 7/14; revised 5/16; revised 2/17