

Fax Policy

Approved by the Library Board 11/28/11; revised 8/22/16

The Saxton B. Little Library offers the service of sending and receiving faxes. This service may be limited, altered or cease at any time.

Charges shall apply for the public to send a fax at the rate of \$1.00 per page. Received Faxes will incur a charge of .15 a page. Confirmation pages when available for faxes sent shall be provided without charge. The Library holds no responsibility for faxes that are either not received or are received with problems.

Persons receiving faxes should expect and anticipate their receipt. The Library is not responsible for notification of a received fax. Messages should be claimed on the same day as their arrival. The Library reserves the right to discard messages left in the Library unclaimed without notification.