

## **Fax Service Policy**

Fax service is available for the public.

1. All outgoing faxes must include a cover sheet. The patron may supply a cover sheet or may use the library's cover sheet form. There is no charge for the outgoing cover sheet unless the message is included on the cover sheet.

2. Charges for outgoing faxes:

Sent to Metropolitan Chicago area codes such as 224, 312, 331, 630, 708, 773, 779, 815, 847, 872	\$1.00 per page
Toll free area codes such as 800, 866, 877, 888	\$1.00 per page
Sent to any other area code in the continental United States	\$2.00 per page

The library does not provide fax service to international phone numbers.

3. Charge for incoming faxes:

Incoming faxes from any location \$1.00 per page  
(8 1/2 " x 11" sheet of paper equals one page)

4. Patrons who will be receiving faxes should call the library before the fax is transmitted.

5. Patron must complete a fax transmission form (see attached) for the library's records.

6. Faxing shall be done by the staff in a timely fashion and in the order in which the material is received.

7. All originals and copies shall be returned to the patron. Quality of the transmission depends on the quality of the original materials.

8. The Worth Public Library District is not responsible for the quality, loss, or damage of incoming or outgoing fax materials.

9. If the party receiving the fax uses the same telephone number for both fax and telephone, the patron sending the fax is responsible for notifying the recipient that a fax will be sent. The library will not make repeated attempts to send a fax to a recipient whose telephone number is in telephone rather than fax mode.

Approved December 9, 2003

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Kari Fickes  
President, Board of Trustees