

FAX SERVICE POLICY

Fax service is available for the public from the time the library opens until 15 minutes before the library closes.

1. Outgoing faxes do not require a cover sheet. The library will provide a cover sheet if the patron requests one. There is no charge for the outgoing cover sheet unless the message to be faxed is included on the cover sheet.
2. Originals with patterned backgrounds (such as birth certificates, legal documents, etc.), originals printed on colored paper, and originals that are folded or wrinkled should be photocopied prior to faxing.
3. 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, 844, 855, 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.

4. Charge for incoming faxes from any location is \$1.00 per page. (8 ½ "x 11" sheet of paper equals one page.)
5. Payment for faxes shall be made in cash.
6. Patrons who will be receiving faxes should call the library before the fax is transmitted.
7. Patrons must complete a fax transmission form (see attached) for the library's records.
8. Faxing will be done by staff in a timely fashion and in the order in which the material is received.
9. The Worth Public Library District is not responsible for the quality, loss, or damage of incoming or outgoing materials.
10. 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

Revised June 10, 2008

Reviewed and revised May 11, 2010

Reviewed and revised October 11, 2016

Thomas Miller

President, Board of Trustees