faxing Policy

Patrons may send and receive faxes on the library fax machine. Staff may assist patrons in sending a fax if requested, and will accept all fees for faxing.

All faxes will be a flat fee of $1.00, regardless of number of pages sent, or fax number dialed (local, long distance or 800 number).

Incoming faxes get placed in the “incoming faxes” folder at the Circulation Desk cabinet. Faxes not picked up with 30 days will be discarded.

We do notcall patrons to inform them that their fax came in.