



Cortland Free Library

Books are just the beginning!

Policy Category: Technology
Policy Title: Fax Service Policy

Need for Policy: To provide fax service for our patrons and community members.

Statement of Policy

Cortland Free Library offers outgoing local and long distance fax services to the public for a nominal fee. Faxing of documents will be done by library staff as time permits. Please note that international fax transmissions are not supported.

- Charges:
 - Fax transmissions will be charged at \$1.00 per page. Charges apply to each location to which the fax is sent.
 - All or part of the fee may be waived at the discretion of the Library Director
 - Charges must be pre-paid before faxes are sent. Only cash can be used to pay for fax transmissions.

Responsibilities:

- Staff:
 - Staff will complete the steps necessary to fax the document, including scanning the document to the library's flash drive.
 - The library is not responsible for missing pages or incomplete patron identification.
 - Staff will delete scanned documents from the flash drive after transmission is confirmed.
 - The original document will be returned to the patron immediately after it is scanned. If original documents are left at the library, staff will shred them two (2) weeks after the fax transmission date.
- Requestor:
 - It is the requestor's responsibility to determine the actual success of the transmission by contacting the recipient.
 - The fax service may not be used for any illegal purpose and it is the responsibility of the requestor to abide by all copyright laws.

Approved: May 15, 2019

Updated: April 21, 2021