



# Chili Public Library

## Public FAX Policy

To enhance customer service, the Chili Public Library is pleased to provide a fax service to its community as an additional library offering.

### Procedure

- **Chili Public Library public fax number: 585-889-6109**
- Chili Public Library has a fax machine available for public use. Actual operation of the fax machine is limited to library staff.
- The Circulation Supervisor is responsible for administration of the fax machine and services.
- There is a Chili Public Library fax transmission cover sheet available, if requested. Staff shall make the patron aware that the cover sheet will be counted as an additional page, regardless of being a local or long distance transmission.
- **Local fax transmission charges are \$1.00 per page**
- **Long distance fax transmission charges are \$2.00 per page.** Long distance is considered any call *outside* the 585 area code.
- **Fax transmissions may be received as well as sent.** The price mechanism for receiving local and long distance faxes is the same - \$1.00/page
- There is no charge for interlibrary (Monroe County Library System) fax transmissions
- **Library staff will not monitor items faxed to the Chili Public Library. The fax sheets will remain at the fax machine for the patron to receive. They will be kept for 48 hours. In the interest of privacy, as well as efficiency, any received fax will be discarded after 48 hours.**
- Payment must be made at the Circulation Desk via cash, check, or charge (Visa\Mastercard).
- **Fax transmission\collection service is available only during the hours the Chili Public Library is open**
- Instructions for use are located next to the machine itself, at the Circulation Desk.

Approved by the Chili Public Library Board of Trustees: December 13, 2005

Revised by the Chili Public Library Board of Trustees: March 28, 2006