

## FAX MACHINE POLICY

Adopted: *April 12, 2000*

The Bloomfield-Eastern Greene County Public Library provides FAX machines for purposes of obtaining or distributing information for patrons and staff.

USE FOR LIBRARY RELATED PURPOSES The FAX machine located in the library shall be primarily used for library administration ( legislative information, registration for workshops, ordering materials, interlibrary loan, etc.) and to obtain library-related materials for patrons (document delivery and interlibrary loan, etc.). The library will absorb all associated costs as necessary, for these incoming or outgoing materials.

USE FOR NON-LIBRARY RELATED PURPOSES The library will allow use of its FAX machines for persons who have non-library related communications needs. When a patron requests a personal FAX, the fee will be \$.50 for the first page and \$.25 for each subsequent page. The fees are the same whether the item is being sent or received.

Staff will operate the machines to assure proper operation and efficient use of connect time and supplies

<u><i>Kenneth R. Street</i></u>	<u><i>Martha Sue Marmouzi</i></u>
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