



Fax Usage Policy

Fax/Outgoing transmission

Cost for the first page is \$3 to a domestic number. The amount for each additional page is \$1. Costs for international numbers are \$5 for the first page and \$2 for each additional page.

There is no fee for staff usage when initiated by a Library staff member for Library-related business or for personal use to domestic numbers. Staff will pay the fees for international faxes for personal use.

Fax/Incoming receipt

\$1 per page. The Fox River Grove Memorial Library assumes no responsibility of notification of the receipt of a fax for an individual. The fax will be held by the Library for one week and then recycled if not picked up. No effort to notify the individual of the arrival if the fax will be made.

Policy Committee Approved November 2017
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