



Fax Policy

The Nevins Library (“Library”) maintains a fax machine service that is available for use on behalf of patrons for a fee. The fax service may not be used for illegal purposes and patrons are solely responsible for complying with all applicable laws, including copyright laws. Misuse of the fax service may result in denial of future use.

1. Only Library staff may operate the fax machine.
2. Originals must be between 5.8 and 8.5 inches wide and between 5.9 and 23.7 inches long. The maximum number of pages that can be faxed at one time is 15 pages.
3. Fax can’t be transmitted double-sided. All faxes must be sent as a single-sided document. To send a fax from a double-sided document, the patron must copy the second side of the document and place the pages in the correct order.
4. Patron must provide a copy in acceptable condition to be faxed. Folded or creased originals must be photocopied before faxing. Valuable documents such as: birth certificates, legal documents, etc. The Library is not responsible for any damage or loss of documents resulting from this service. Self-service copy machines are available to make copies for a small fee per page.
5. The Library is not responsible and assumes no liability for any damage suffered directly or indirectly from the use of any faxed information deemed sensitive, confidential, or personal.
6. Patrons must be physically present and remain at the desk until the fax is sent.
7. Faxes can only be sent during the Library’s hours of operation. Service will be suspended 15 minutes prior to the Library's closing time.
8. The Library will send outgoing transmissions to domestic United States fax numbers; receiving faxes is not permitted as part of this service.
9. Faxes are only sent in black and white.
10. Fax services cost \$1.00 per page to be paid in cash when sending the fax. Timesheets are free of charge.
11. All faxes are sent without a cover page. A cover sheet is available upon request and the patron must complete it. The cover sheet counts as an additional page and will add \$1.00 to the total.
12. Patrons needing fax service will be accommodated as soon as possible in the order in which the patron arrived at the Reference Desk.
13. Patron must provide a fax number. The Library is not responsible for the accuracy of the

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numbers.

14. The Library will provide the user with the transmission verification report automatically issued by the machine as evidence of the transaction. Before leaving the Reference Desk, it is the patron's responsibility to verify with the transmission report that the fax was sent to the correct number and that the right number of pages was transmitted.
15. If the first call results in a busy signal or other failed connection, two (2) more attempts will be made to transmit in the next 10 minutes. If failure persists for 10 minutes, transmissions may be resubmitted half hour later. If the call still cannot be completed, it is up to the patron to verify the telephone number or seek other means of transmitting or sending the document. Library staff reserve the right to terminate faxing service after 3 unsuccessful attempts.
16. The Library is not responsible for the quality or successful transmission of faxes, including missing pages, bad transmissions, failure to transmit or incomplete information. Only the patron may determine the success of the transmission by calling the recipient. If a patron discovers that a transmission was unsuccessful, he or she may bring their document in along with their verification report, to fax them again free of charge. The Library will not offer any refunds.
17. The Library is not responsible and assumes no liability for any damage suffered directly or indirectly from the use of any faxed information deemed sensitive, confidential, or personal.