

Kellogg Free Library

5681 Telephone Rd.
Cincinnati, NY 13040
607-863-4300

Policy Category: Technology

Policy Title: Fax Service Policy

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

Statement of Policy

Kellogg 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 \$0 per page faxed/\$0.10 per confirmation 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
- Only cash can be used to pay for fax transmissions.

Responsibilities:

- **Staff:**

- Staff will complete the steps necessary to fax the document.
- The library is not responsible for missing pages or incomplete patron identification.
- 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: 2/4/2025 by Kellogg Free Library Board of Trustees

Amended: 6/3/2025 by Kellogg Free Library Board of Trustees