

Lincoln Parish Library

Fax Policy

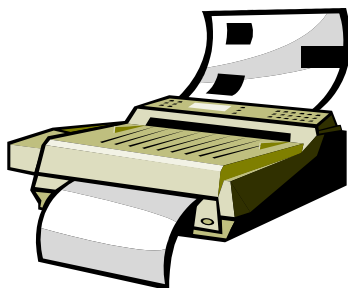
Faxing will be done for the public when requested. The library does not wish to be in competition with local businesses; therefore, this service will not be advertised.. Staff will simply respond affirmatively when the service is requested.

The fax machine will be located behind the circulation desk. Only staff will be allowed behind the desk, so all faxes will be dealt with by staff. Faxes will be sent as well as received in accordance with the following procedures.

Sending: \$1.50 per page (including cover page) sent locally.
 \$2.00 per page (including cover sheet) sent long distance.

Receiving: \$1.50 per page (including cover sheet). Library must be notified in advance and fax must be picked up the day sent.

The confirmation sheet will be given to the patron when payment is made. Generic cover sheets will be provided for each patron. **They are required.** The library will not be responsible if the fax number is incorrect and there is no cover sheet to reflect that. The library must be notified in advance if a fax is coming in and will not be responsible for calling a patron for an incoming fax.



Approved by the Library Board of Control - August 21, 2006

Reviewed and revised – August 17, 2020