

# 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.

All faxes will be dealt with by Library staff. Faxes will be sent as well as received in accordance with the following procedures.

- Sending:
- ☒ \$1.50 per page (excluding cover sheet\*).
  - ☒ A generic cover sheet will be provided for each fax.
  - \*A cover sheet is required for each fax sent, and there is no charge for it, unless it is the only page sent.**
  - ☒ Payment is collected once the fax has been submitted.
  - ☒ Patrons are responsible for confirming with the recipient that the fax arrives successfully.
  - ☒ Staff will notify patrons of failed fax attempts. Refunds for failed fax attempts are available for one week after the fax is submitted. Refunds are given in cash only.
  - ☒ A confirmation sheet will be made available on request for one day after the fax has been successfully transmitted. These may be picked up or emailed. Patrons may call for email requests.
- Receiving:
- ☒ \$1.50 per page (including any cover sheet).
  - ☒ The Library must be notified in advance that the fax is coming.
  - ☒ The Library will not contact a patron about incoming faxes.
  - ☒ A received fax must be picked up on the day it is received by the Library or it will be shredded.

The Library will not be responsible for incorrect fax numbers or content of received faxes.

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

*Reviewed and revised – August 17, 2020*

*Updated policy approved May 16, 2024 and edited on June 20, 2024*