

## **Town of Chester Public Library**

### **Fax Machine - Patron Use Policy**

1. The library's fax machine may be used by patrons to send and receive transmissions.
2. Patrons must request help from the library staff when using the fax machine. Transmission will cost \$1.00 for up to four pages and \$.50 for each additional page. Receiving faxes will cost \$1.00 for the first page and \$.50 for each additional page.
3. The library will not assume responsibility for problems connected with transmission of incoming or outgoing documents and reserves the right to refuse services when deemed necessary by the library staff.
4. The fax machine may not be used for any purposes other than sending or receiving documents.

Date of adoption unknown