



## ***Mendon Public Library***

### ***Public FAX Policy***

To enhance customer service, the Mendon Public Library is pleased to provide a fax service to its community as an additional library offering.

#### **Procedure**

- **Mendon Public Library public fax number: 585-624-4255.**
- Mendon Public Library has a fax machine available for public use. Actual operation of the fax machine is limited to library staff.
- There is a Mendon Public Library fax transmission cover sheet available, if requested. This page is counted as an additional page, regardless of being a local or long distance transmission.
- **Fax transmission charges will be \$.20 per page** for faxes within the United States.
- **A fax outside of the United States is \$10.00 plus \$.20 a page.**
- **Fax transmissions may be received as well as sent.** The price for receiving is \$.20 per page, and a charge of \$10.00 plus \$.20 per page will be charged for receiving faxes from outside of the United States.
- There is no charge to send or receive interlibrary (Monroe County Library System) fax transmissions.
- **Library staff will not monitor items faxed to the Mendon Public Library.** The fax sheets will remain at the fax machine for the patron to receive. They will be kept for 48 hours. In the interest of privacy, as well as efficiency, any received fax will be discarded after 48 hours. No fax sent to the Mendon Public Library should be considered private.
- Payment must be made at the Circulation Desk, via cash or check.
- **Fax services are available only during the hours the Mendon Public Library is open** at the discretion of the Library staff.
- Although reasonable effort will be made, the Mendon Public Library does not guarantee the transmission of faxes.