



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.
- **Fax transmission charges will be \$1.00 for the first page and \$0.20 per page** for faxes both within and outside of the United States.
- **Fax transmissions may be received as well as sent.** The price for receiving is \$1.00 for the first page and \$0.20 per page.
- **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.