

FAX POLICY

Villa Rica Public Library * 70 Horace Luther Dr. * Villa Rica, GA 30180 * 770.459.7012

The Villa Rica Public Library provides a **FAX** in a shared manner by the library to the general public.

The machine is operated by library staff only.

Patrons who need the FAX service will be accommodated as soon as possible. Library services and operations will take priority over FAX use.

The fax may be used to send and receive material. Patrons must be in the library to send a Fax. They may **NOT** leave their material at the library to be sent at a later time.

The FAX service is available during the hours the library is open.

The library is not responsible for the kinds of material sent or received on the fax. If the service is abused, a patron may be denied use of the FAX by the Branch Manager.

The Copy must be in a condition acceptable to the fax equipment. Paper to be faxed must be letter or legal size. Proper copy is the patron's responsibility.

The library is **NOT** responsible for successful receipt by the destination fax, nor is the library responsible for any damage or loss of data or consequential damage arising out of the use of the fax.

INCOMING FAX:

A customer must alert the library as soon as possible if they expect to receive a fax. The library will attempt to notify patrons that their fax has been received. The customer must pick up fax as soon as possible. Incoming fax's are held one week before being shredded. Payment is expected at time of pickup.

FEES:

The fees for public use are listed below. These are determined by the library board and will be adjusted as needed.

Payments can only be made by **CASH** or **CHECKS \$5.00 and over**.

Any unpaid FAX cost will be charged to the patron's library card.

If the transmission from the library is successful, patron will pay the fees listed below. Each attempt after the first unsuccessful attempt will cost \$0.35.

Outgoing FAX	\$1.00 for the first page	\$0.50 for each additional page
Incoming FAX	\$0.50 per page	
Unsuccessful FAX	First try at no charge	\$0.35 thereafter

