



POLICY

SECTION: 5.11

SUBJECT: Fax Service

The Richmond Public Library (RPL) provides outgoing fax service to the general public. This service allows our patrons to send local and long distance fax transmittals to U.S. phone numbers with the following guidelines:

- Library staff will operate the fax machine for the general public at all times.
- Cover pages are required at no charge for all fax transmittals.
- There is a maximum of 20 pages per fax, including cover page.
- Patrons must be present to send a fax; one may not leave their material to be sent at a later time.
- All material must be in a condition acceptable to the fax equipment (free of wrinkles, folds, tears, etc.). Materials not in acceptable condition may be photocopied at patrons' expense.
- The fax machine will transmit letter or legal size paper.
- Fax service will cease 15 minutes prior to scheduled closing time.
- Patrons will be given a receipt of fax transmission. Transmission errors are common, and print quality is variable and not controllable by the Library.
- Richmond Public Library is not responsible for the successful transmission or any damage/loss of data arising from the use of this service.

Fees:

- Local (Including 800 numbers): Free
- Long Distance: Free

Approved: July 2013
 Revised: March 28, 2018
 Reviewed: May 2, 2023