

**CHICKASHA PUBLIC
LIBRARY FAX USE
POLICY
July 2020**

The Chickasha Public Library FAX service is intended to increase the speed of delivery of information and documents. The Library will make every effort to maintain confidentiality/privacy, but makes no guarantee.

1. The cost for customer faxes sent to toll-free or local numbers is \$1.00 per page. There is no charge for the cover sheet unless it is the only page sent or received.

The cost for customer faxes sent to non-local faxes, continental USA only, is \$1.00 per page. Due to the high charges for international calls, no fax will be sent outside the continental USA.

The cost for receiving documents is \$1.00 per page.

There is no charge for the cover sheet unless it is the only page sent or received.

2. This service is intended to be used by our patrons for their personal use. It is not intended to be the fax service for any business. All businesses are encouraged to purchase and support their own fax machines.
3. The fax service may not be used for any illegal purpose and patrons must abide by all copyright laws.
4. The Chickasha Public Library is not responsible for the quality of the fax received or sent including missing pages, bad transmissions, failure to transmit or incomplete identification information.
5. The Chickasha Public Library staff will assist in fax service as other duties permit. Patrons are reminded that this is an ancillary service and other library services receive priority.