

Wayland Free Library

Fax and Scanner Policy and Procedures (updated 6/2014

Fax: 585-728-5002

Policy: FAX

1. Telephone facsimile machine use to be provided by the library for library reference use and for use by the public as a self- supporting public service.
2. No charge will be levied for library use (reference or administrative).
3. Revenue generated by the public use will be used to cover the cost of supplies, telephone charges and regular maintenance as needed.
4. FAX machine installed on separate phone line from library main number.

Charges to the public

Transmissions

Local and toll free #s

\$1.00 for first page of each transmission used for local (335, 384, or 534)
or toll-free (800, 866, 877, 888) call

\$0.10 per each additional page

Long-distance #s in continental U.S.

\$2.00 for first page of transmission

\$0.50 per each additional page

Long- distance #s outside of continental U.S.

Only to listed countries with the stated long distance charge.

United Kingdom

Germany

Mexico

Canada

France

\$1.00 per each additional page

Receiving Fax

\$0.25 for each page of FAX transmission received

Instructions For Use:

Place pages in machine to transmit. FAX machine should be left on for receiving transmission 24 hours each day.

Scanner Instructions

Enter email address to send scanned to

Select email or type in email address of sender

Enter subject

Press start button

Scanned documents are charged \$.25 per set