

North Kansas City Public Library/High School Media Center

February 20, 2003

Approved by the North Kansas City Public Library Board of Trustees-February 24, 2003

Public Access Fax Policy

The North Kansas City Public Library/High School Media Center provides a fax service to the public. Library customers must provide a loose-leaf copy of the document to be faxed. Current charges are \$1.00 per page for local and long distance (within the U.S.) faxes. This includes 800 numbers. International faxes are \$3.00 for the first page and \$1.00 thereafter. The library will provide a cover sheet at no charge unless it is the only page sent. If it is the only page sent, the charge is \$1.00 for local and long distance (within the U.S.) faxing. A single cover sheet is \$3.00 for international faxing. All faxes must be paid for at the time of the service. A copy of the transmittal report will be given to customers after faxing. If customers do not pay for faxing at the time of service, customers will be referred to other local businesses that provide faxing and will not be able to use the library fax service.

The Library will also receive documents via fax for library customers. It is assumed that the individual is expecting the fax and will come to the library to pick it up. If the incoming fax has a phone number on it for contact, library staff will attempt to notify the customer. No attempt will be made by library staff to contact the recipient if there is no phone number. Fax messages will be kept at the library one week (seven days from the date on the received fax document). Charges for receiving faxes are \$1.00 per page payable upon pick up.

Those customers wishing to use this service must understand that library services are the library's first priority and that public library customers and their library needs come first. Faxing will be done as soon as possible. Library staff will operate fax equipment; customers are not allowed to fax their documents.

The North Kansas City Public Library/High School Media Center and staff are not responsible for wrong numbers, lost receipts, and lost transmittals.