

## **FAX Service Policy**

Fax service is provided by **FAX 24**, an outside vendor. The pricing for the fax service is determined by **FAX 24**. Payment is by credit or debit cards only. Instructions for use are given through the headset on the machine. The library is not be responsible for any faxes that do not arrive at their destination. **FAX 24** does not allow incoming fax service. The library is not responsible for any malfunction of the machine.

Board Approved:

Official Policy April 20, 2010