



GATES PUBLIC LIBRARY FAXING POLICY

The Gates Public Library does not send information via fax to individuals or businesses.

Patrons may fax outgoing documents during library hours for \$1.00 per page, up to \$10 for documents 10+ pages. The library limits faxes to 20 pages. Faxing technology is slow, and patrons should expect a considerable wait for lengthy documents.

The library also accepts incoming faxes at the rates and limits above. Incoming faxes will be available for pickup during library hours.

The Library is not responsible for faxes that do not transmit clearly. Patrons will be given a printed confirmation report indicating only that the fax was transmitted.

Approved by Gates Library Board 4/17/96
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