

Public FAX Services Policy (June 27, 2007)

Document facsimile transmission (fax) is available as a service to the patrons of the Andrew Carnegie Free Library & Music Hall. Service is provided according to the following guidelines:

- Library staff will fax the document for you.
- Fax service is available during normal library operating hours.
- The Library provides outgoing fax service only.
- Fax service is available to domestic phone numbers only. International service is not available.
- Payment is made at the time of service.
- Please ensure that the fax phone number is correct.
- If requested, staff can provide you a cover sheet, which will be charged as one additional page.
- We cannot accommodate items larger than 8 ½" x 11."
- The Library assumes no responsibility for the content of any fax.
- Patron will receive a printed report verifying successful transmission at no charge.

FEES:

To area codes 412, 724, 878, and 800 numbers is 50 cents per page including the cover sheet. (Cover sheets are charged as one additional page.)

Any area code other than 412, 724, 800, or 878 is \$1.00 per page including the cover sheet. (Cover sheets are charged as one additional page.)