

Fax Policy

The Yankton Community Library maintains a FAX machine for staff and public use.

- 1) Users of the service need not possess a valid YCL library card and there is no age restriction on usage. There is also no page sending/receiving limit.
- 2) The FAX machine will only be operated by Library staff.

Sending: Patrons will provide all needed pages to be FAXed along with the FAX number. Patrons desiring a separate cover page must prepare it themselves.

CHARGES: \$1.00 per page for all calls in the United States, including, Alaska and Hawaii

Receiving: The library will accept prearranged patron FAXes only. The patron must prearrange FAX receipt by telephone or in person and must pick up the FAX within two (2) business days from transmission date. Non-pick-ups will be charged to patron cards in the same manner as fines.

CHARGES: \$1.00 per page

- 3) Library staff have the right to refuse service to any patron based on machine malfunctions or improperly prepared FAX material, as well as outstanding FAX charges.
- 4) All charges are based on a successful transaction, both sending and receiving, meaning that the YCL has successfully transmitted a FAX to a valid phone number without error based on the transmission report. Staff errors in transmission will not be paid by patrons; however, incorrect FAX numbers provided by patrons and successfully transmitted will be treated as a "successful transaction."

The library accepts no responsibility for missing pages, bad transmissions, or incomplete patron identification on incoming faxes.