

Lied Public Library Policy**Section: Personnel****Subject: Faxing Policy****Board****Approved: 02/11****Reviewed: 11/2019****Revised: 08/2023**

Faxing & Scanning Policy

The Fax phone number is 712-542-3590.

The library does not fax to international numbers.

The fax machine is black and white only and can accommodate legal and letter-size documents.

A customer must alert the library as soon as possible if they expect to receive a fax. The library will make an attempt to notify people when their fax has been received. If faxes are not picked up in 7 days the incoming fax will be destroyed. Customers must pay for faxes at the time of pick up. If not picked up, charges will be assessed to the individual who may be denied future use of the fax.

All faxes sent should have a cover sheet which will be provided and sent by the library at no cost.

The library is NOT responsible for the kinds of materials sent by fax or scan. If the service is abused the customer may be denied use of the fax or scanner. The library fax machine and scanner is intended for personal use and not to be used for illegal purposes.

The customer must provide a copy in an acceptable condition to be faxed/scanned. The customer may use the public copier to create an acceptable copy. Black text on white paper is suggested.

The library is NOT responsible for successful receipt by the destination fax or email, nor is the library responsible for any damage or loss of data or consequential damage arising out of the use of the fax/scanner. The customer is expected to confirm the receipt of the fax or scan by the other party.

The customer must stay until a fax/scan is sent. If it does not complete after 3 tries, the customer must try back at another time.

Fees: All fees must be paid at the time the fax is sent. Any unpaid fax cost will be charged to the customer's library card. There is no cost to scan items.