

**Aram Public Library Policy 3.1
Fax and Scanning Policy**

Revised January 21, 2016

The Library offers outgoing and incoming fax services. Faxing of documents will be done by the library staff. A confirmation page is given with each fax that is sent to indicate the success or failure of the fax. Incoming faxes should be labeled clearly with the recipient's name and will be held for 3 days. Our fax number is 262-728-5067.

A fax cover sheet must be filled out for each transmission and are available at the circulation desk. There is no charge to fax this page. Copies will need to be made of double sided documents; the charge for copies is \$.10 per page. Documents may be faxed within the continental United States only. International fax service is not available.

Charges for sending and receiving faxes are the same:

For local (262 area code) or toll-free numbers, the charge is \$.75 per page for the first through fifth pages, and a flat fee of \$4.50 for faxes 6 to 10 pages in length. Faxes exceeding 10 pages will be treated as separate faxes.

For long distance numbers, the charge is \$1.00 per page for the first through fifth pages, and a flat fee of \$6.00 for faxes 6 to 10 pages in length. Faxes exceeding 10 pages will be treated as two separate faxes.

The Library is not responsible for errors due to poor image quality, problems on the receiving fax end, incorrect fax numbers or other related problems.

Scanning

Document scanning services are available on a self-serve basis on the public copier; staff will assist as time allows. There is no charge for this service. Scanned materials can be saved either as a variety of image files or PDF files. Your scanned item may be emailed to you or saved to a USB flash drive that you provide. It is suggested you check that documents have successfully scanned before leaving the library.