

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

Revised September 21, 2023

The Library offers outgoing and incoming fax services. 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.

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 \$1.00 per page.

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.