

Fax Policy

The Yankton Community Library (YCL) 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. Transmission reports will be printed out and handed to the customer after each transaction is completed at no extra cost.

CHARGES: \$1.00 per page, including cover pages, for all faxes in the United States.
Yankton Community Library is unable send faxes to international numbers.

Receiving: The library will receive faxes for individuals.

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 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."

Customers are responsible for ensuring the fax was received by the other party, even if the library's fax machine reports that it was a successful transaction. If the other party did not receive the fax, the library staff will resend the fax, free of charge, with proof of the confirmation page from the initial fax.

Any faxing documents left at the library may be destroyed after 48 hours if no claim is made to them.

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