

TRUSTEES' HANDBOOK—POLICIES  
BOXFORD TOWN LIBRARY

Policy on Fax Machine Usage

A fax machine is available for public use at the Boxford Town Library. Use is subject to the following guidelines:

1. The fax machine may not be available for use at all times.
2. Library Staff will perform the faxing for the patron.
3. Faxes to international phone numbers are not permitted.
4. A per page cost recovery fee, as determined by the Trustees, will be charged for each transaction. The current fee schedule will be posted on or near the machine at all times.
5. Patrons may use the Library's fax machine to receive faxes. Incoming fax materials will be placed in an open file. It is the responsibility of the patron receiving the fax to retrieve it within a week's time and to pay for all pages received.
6. Incoming faxes not retrieved within a week's time will be removed from the open file and shredded.

Policy voted and adopted on: 10-22-1992, 4/10/2008

Policy last reviewed and amended on: 4/10/2008, 8/12/2019