

PS 8.1 Fax Service

The expense of using the fax machine by the staff of the library for the purpose of aiding a patron with reference of ILL material will not be charged to the patron; the only exception would be fees for access *outside* ILL network.

The use of the fax machine by a patron for personal use is allowed under the following fees structure:

1. Sending faxes to a local or 800 number:
 - a. \$.50 for the first single-sided sheet, and \$.25 for each following single-sided page, with a maximum fee of \$5.00
 - b. No charge for cover sheets.

2. Sending faxes to a long distance number:
 - a. \$1.00 for the first single-sided page, and \$.50 for each following single-sided page, with a maximum of \$5.00
 - b. No charge for cover sheets.

3. Receiving faxes
 - a. \$.25 per page

PS 8.2 Copy Service

Photocopies are \$.25/black/white page, and \$1.00/color page regardless of the size of the paper. Two-sided pages will be charged for each side.

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