

FAX Service at the Escanaba Public Library

- Fax service is available at the Reference Desk during open hours.
- You must stay until fax is sent.
- The cost is \$1.00 for the first faxed page; .50 for subsequent pages. Payment is accepted at the main checkout desk (cash or check only) and must be received before fax is sent.
- The library only offers outgoing fax service; *incoming faxes cannot be received.*
- A cover sheet is provided by the library at no cost.
- Local and long distance faxing is available. International faxing is not available.

FAX Use Policy

The Library will not be responsible for the loss of documents, due to equipment or telecommunications failure. In addition, although every effort will be made to insure privacy of handled documents, the Library and its employees cannot guarantee privacy and will not be responsible for the loss or privacy of faxed documents. The library does not take responsibility for incorrect fax numbers, inoperable receiving fax machines or the quality of the transmission. Please confirm the fax number with the receiving party before you send a fax to ensure a successful fax transmission.