

## **FAX POLICY**

The Mt. Pleasant Public Library provides fax services for the reference and inter-library loan needs of Mt. Pleasant and the surrounding communities free of charge. The library neither serves in place of, nor wishes to compete with, local fax businesses.

Non-interlibrary loan or reference fax requests will be accepted, but the customer will be charged for each page being sent or received.

Library staff may use the fax for professional library activities and administrative matters at no charge. If the staff request is for personal use, the staff must pay the regular charges for each page being sent or received.

Faxing will be done free of charge for the city.

Transmission costs:

Continental U.S.

First Page	\$2.00
Each Additional Page	\$1.00

International, Hawaii and Alaska

First Page	\$6.00
Each Additional Page	\$2.00

Receiving Pages

Each Page	\$1.00
-----------	--------

Reviewed and approved by the Mt. Pleasant Public Library Board of Trustees  
March 10, 2009