



Brunswick Community Library

Fax and Copier Policy

Policy:

The Library offers a copier, printer and fax machine for the use of its patrons.

Procedures

1. Suggested donation for services are as follows:
 - Incoming faxes are \$1 per page
 - Outgoing faxes are \$1 per page
 - International faxes are \$2 per page
 - Colored copies/prints are \$0.25 per page
 - Regular copies/prints are \$.15 per page
2. The use of these machines is at the discretion of the Library staff.
3. The fax machine may be used for incoming and outgoing faxes. If a patron is expecting a fax, he or she should alert the Library staff and collect the fax as soon as possible.

Adopted 2014

Revised September 2022