



# 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. Fees 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