

AMHERST PUBLIC LIBRARY
PUBLIC FAX POLICY

Amherst Public Library provides incoming and outgoing fax services to our patrons.

Incoming Faxes

- Patrons may receive faxes at Amherst Public Library for a minimal fee of 10 cents per page.
- When possible, patrons are requested to call the library to provide contact information for all incoming faxes.

Outgoing Faxes

Local or Toll Free

- There is no charge for the transmission if the fax is being sent to a local number, an extended calling area (a call for which no area code is necessary), or a toll-free number (1-800, 1-866-, 1-877, or 1-888).

Long Distance

- Patrons using a personal phone calling card to place the call will not be charged for long distance faxes.
- Patrons not using a personal calling card will be charged \$.25 per page for long distance transmissions of faxes.
- For emergencies and subject to availability, staff members may offer to place the call using a phone calling card which has been donated by grateful patrons.

Adopted by the Amherst Public Library Board of Trustees 3/30/09.