

Facsimile (Fax) Transmission Service

The library is pleased to offer facsimile (fax) transmission service. Library staff will send faxes for members of the public, but we will *not* receive them. The library will fax only domestically (including Hawaii and Alaska) at the rate of \$1.00 per sheet. The library assumes no liability for a fax or faxes sent to a wrong number regardless of whether the number was misdialed by library staff or an incorrect number was initially provided by the sender. Unless the library dials a wrong number, fax payments are not refundable. If requested, library staff will provide a record of fax transmission to the sender of the fax. All documents handled in the course of providing fax service will be held in strict confidence, as per the library's policy on Confidentiality of Patron Records.

Approved by the Cranford Public Library Board of Trustees on January 24, 2019.