



## Taber Public Library Policy Manual

### General Policy: Public Fax Service

#### PURPOSE:

Define what the charge for public use of the library's fax machine will be.

#### POLICY:

The Taber Public Library will provide fax service to the public.

#### GUIDELINES:

1. If requested, the library will provide fax cover sheets at no charge.
2. Charge to send faxes as follows: \$1.00 for each sheet.
3. Charge to receive faxes as follows: 25¢ each sheet.

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