

Effective Date: July 2004

Facsimile Policy

To enhance customer service, the Seymour Library provides facsimile service to its community for a fee of **\$1.00 per page for both sending and receiving.**

Facsimile Procedure

- **Seymour Library public fax number: 585-637-1051**
- Seymour Library has a fax machine available for public use
- There is a Seymour Library fax transmission cover sheet available, if requested. Staff shall make the patron aware that the cover sheet will be counted as an additional page.
- Library staff will not monitor items faxed to the Seymour Library. The fax sheets will remain at the fax machine behind the information desk for the patron to request for 48 hours.

Adopted: January 2004

Revised: July 2016

Reviewed: