

Florida Public Library Fax Policy

The Florida Public Library offers outgoing fax service to the community at a fee. The Library does not provide incoming fax service. The Library will provide a cover sheet at no charge to be filled out by the patron. The patron is responsible for finding and verifying the correct fax number and name of the addressee. Charges are \$3 for the first page and \$1 per each additional page. Charges for international numbers are \$5 for the first page and \$1 per each additional page. Payment is due before service is provided.

Operation of the fax machine is restricted to staff members only and this service will be provided as work schedules permit. If the fax number is busy, the machine redials the number automatically. If the fax is not successfully transmitted after three attempts, the document(s) and payment will be returned to the patron. The Library assumes no responsibility for documents left on the premises. The Library can provide printed confirmation of the fax transmission upon request.

Approved by the Board of Trustees
July 14, 2008
Revised October 5, 2015
Revised June 3, 2019
Revised December 5, 2022