

**OXFORD MEMORIAL LIBRARY
CENTRAL SCHOOL DISTRICT #1**

FAX POLICY

The Oxford Memorial Library (OML) has installed a FAX machine in order to provide better service to the patrons in its service area.

The primary use of the FAX machine is intended to be in support of delivering inter-library loan (ILL) materials, especially newspaper and magazine articles required in research, in a time effective manner. The OML will subscribe to the ILL FAX guidelines as established by the Four County Library System (4CLS) committee. Prime among them: In consideration of copyright law, published materials received by OML via FAX will remain the property of the Library and treated as non-circulating reference materials. These materials will be destroyed after they have been utilized to fulfill their original purpose.

The OML FAX machine is also being made available as a public FAX facility. Any resident of the OML service area may receive FAXs at the Library. A FAX may be received by the OML machine any time of the day or night, any time of the year, as the FAX machine is left on 24 hours a day, seven days a week. A FAX may be sent to the Library at the FAX number (607) 843-9157. The OML, however, will only be responsible for clearing the machine and notifying recipients during normal hours of operation.

Patrons may also send FAXs from the Library. This service will be available during the Library's standard hours of operation. Patrons will not use the FAX machine directly, Library staff will do the actual transmission. FAXs will not be accepted for transmission during the last fifteen minutes of operation unless special arrangements have previously been made.

There will be a \$1.00 charge for each page for outgoing transmissions. The Library will provide a cover sheet free of charge. There will also be a \$1.00 per page charge for incoming FAX communications.

Approved by the Board of Trustees on October 3, 2000

Patricia Ford
Jeanne Walsh
Ann Spencer-Livingstone
Maureen Hoke
Linda Doughty
Bill Troxell