

Approve by the Chili Public Library Board 12/13/05

Revised 3/28/06

Revised 7/23/13

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FAX Policy

To enhance customer service, the Chili Public Library is pleased to provide a fax service to its community as an additional library offering.

Procedure

- Chili Public Library public fax number: 585-889-6109
- Chili Public Library has a fax machine available for public use. Operation of the fax machine is limited to library staff.
- Local, toll free, and long distance transmission charges for faxes sent and received are \$1.00 per page. Long distance is considered any call within the United States and outside the 585 area code.
- International fax calls that require a country code will not be sent.
- A free Chili Public Library fax transmission cover sheet is available upon request.
- Library staff will not monitor items faxed to the Chili Public Library. The library does not deliver or notify patrons when incoming fax materials have arrived. The fax sheets will remain in a folder by the fax machine for the patron. In the interest of privacy, as well as efficiency, any received fax will be shredded after 48 hours.
- Payment is made at the Circulation Desk via cash, check, or charge (Visa\Mastercard\Discover).
- Fax transmission\collection service is available only during the hours the Chili Public Library is open and will end 15 minutes before closing.