



Courtesy Fax Service

Policy Number: LS 540

Effective: August 2022

Purpose

To provide guidelines for the free faxing service that is offered as a courtesy to customers.

Policy

The library offers customers a faxing service of no more than five faxes per person per day to local area codes (813) and (656) or toll-free numbers. Faxes may not be sent to numbers in the (727) area code. The library will not accept any reply or incoming faxes for customers.

Procedure

Self-service faxing will be available to customers using the multi-function printer-copier device. Staff assistance will be provided as needed. Courtesy Fax cover sheets will be available for customer use. Any material that is left will be subject to the lost and found policy. The library is not responsible for the content of any faxes sent by customers.

Customers whose fax cannot be accommodated at the library based on this policy should be referred to a local commercial fax service. Supervisors or in-charge staff may authorize exceptions to these guidelines in the interest of good customer service.