

**South Haven Memorial Library
Fax Policy**

Library Patrons will be permitted to FAX personal materials only with the help of a library staff Member. Library staff will send and receive all materials. The Library FAX number may be used for library patrons to receive materials sent to the Library. All FAX materials will be retrieved by Library patrons during open Library hours only.

Patrons will be charged \$2 per page, excluding the cover letter, for FAX materials both sent and received.

The FAX machine may also be used at no cost by Board Members and Library staff to send and receive Faxes.