

<p style="text-align: center;">MIDLOTHIAN PUBLIC LIBRARY FAX POLICY</p>

The Midlothian Public Library has a faxing service for the general public from the time the library opens until one hour before closing.

There is a self-service fax machine that requires the use of a credit card. This machine is for out-going faxes and scanning purposes only, and also allows for international transactions.

For those persons who do not wish to use a credit card, library staff will provide faxing service for calls within the United States for which the patron must pay in cash.

The fee is \$1.75 for the first page and \$1.00 for each additional page. All incoming faxes will be \$1.00 per page. Payment must be made at the time the documents are received or sent. A fax receipt will be available on request.

For faxes over 15 pages, patron may be required to leave the document to be picked up at a later time.

Additional charges may apply for inaccurate fax numbers.

Incoming faxes that have not been picked up will be destroyed after seven days.

All the originals and any copies will be returned to the patron.

Reviewed 7/2015