

ELIZABETH TITUS MEMORIAL LIBRARY
TELEFACSIMILE (FAX) SERVICE POLICY

As a service to the general public, Elizabeth Titus Memorial Library will provide fax transactions. Service will be offered on a non-discriminatory basis during open library hours. A minimal fee will be charged to cover supply/equipment costs.

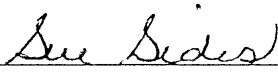
Patrons may give out the library fax phone number (217/728-2215) for the purpose of receiving transmissions. Patrons making arrangements to receive a fax at the library should identify that this is the library's fax number, and instruct those sending documents to clearly label all documents with the receiver's name and phone number to aid in notification that a fax has arrived.

The fax line is a dedicated line, capable of handling transmissions 24 hours/day. Staff will regularly check for incoming transmissions, and notify the recipient at the earliest possible time. Staff will monitor the machine regularly to verify sufficient paper and toner has been loaded.

Library staff will be responsible for the actual transmission of documents. Patrons may not have use of the equipment. **NO** international faxes may be sent from this library, **NO** exceptions. All patrons are entitled to complete confidentiality. Staff members handling the fax transmissions, whether sending or receiving, will adhere to the *ALA Statement of Professional Ethics*.

Fax transmissions may be used to receive library materials for patrons. Cooperative arrangements with other libraries may be made to exchange library materials via fax as necessary. In some circumstances, patrons may be assessed a fee by either the sending or receiving library. Interlibrary loan procedures as set by Illinois Heartland Library System and/or the Illinois State Library will be followed.

Approved by ETML Board of Trustees 26th day of July, 2011



Sue Sides, President



Kathy Wood, Secretary