

**Lyons Public Library**  
**Fax Machine Policy**  
Reviewed as need arises.

The library provides fax service for patrons. This service will include sending and receiving of faxes.

Faxes within the United States cost \$1.00  
Payment for faxes must be made prior to faxing.

Incoming faxes cost \$1.00 per page.

The Library will not notify a patron that a fax has been received. It is the patron's responsibility to contact the Library.

*Approved*      September 10, 2013