

North Kansas City Public Library
Public Access Fax Policy

Approved by the North Kansas City Public Library Board of Trustees-February 24, 2003
Revised April 15, 2019

The North Kansas City Public Library provides a fax service to the public. Library customers must provide a loose-leaf copy of the document to be faxed. Current charges are \$1.00 per page for local and long distance (within the U.S.) faxes. This includes 800 numbers. The library will provide a cover sheet at no charge unless it is the only page sent. If it is the only page sent, the charge is \$1.00 for local and long distance (within the U.S.) faxing. All faxes must be paid for at the time of the service. If customers do not pay for faxing at the time of service, customers will be referred to other local businesses that provide faxing and will not be able to use the library fax service.

The Library will also receive documents via fax for library customers. It is assumed that the individual is expecting the fax and will come to the library to pick it up. Fax messages will be kept at the library one week (seven days from the date on the received fax document). Charges for receiving faxes are \$1.00 per page payable upon pick up.

Those customers wishing to use this service must understand that library services are the library's first priority and that public library customers and their library needs come first. Faxing will be done as soon as possible. Library staff will operate main level fax equipment; customers are allowed to fax their documents using the self-serve document station on the lower level.

The North Kansas City Public Library and staff are not responsible for wrong numbers, lost receipts, and lost transmittals.