

FAX POLICY
KENDALL YOUNG LIBRARY
Approved 2/8/11

The Kendall Young Library Board of Trustees has established the following charges for outgoing and incoming fax messages. These fees have also been approved for International faxes.

OUTGOING FAX

\$3.00 First page
\$1.00 Each additional sheet

INCOMING FAX

\$3.00 First page
\$1.00 Each additional sheet

For each outgoing fax transmission either a fax post it note or the following fax cover sheet will be used. Fax cover sheets are sometimes needed for international faxes or if the patron does not want a fax post it note on the first page of the document.

Items for faxing, which are very dense with print, require too much memory for the library fax machine. In this situation, the patron will be asked to utilize the service of another business.

FAX COVER SHEET

DATE:

TO:

NAME:

FAX NUMBER:

FROM:

NAME:

TELEPHONE NUMBER:

NUMBER OF PAGES INCLUDING THE COVER SHEET:

RE:

TRANSMITTED BY: KENDALL YOUNG LIBRARY

FAX NUMBER: 515-832-9102

TELEPHONE NUMBER: 515-832-9100

Fax policy reviewed and revisions accepted by the Kendall Young Library Board of Trustees 12/14/1999
Fax policy reviewed September 10, 2001 and February 10, 2004. No changes were made.
Revised and approved by the board of trustees 9-13-05. Reviewed and approved 2/12/08, 2/8/11

Comparison charges
2/3/11

	Outgoing	Incoming
Printing Services (1744) Will not do international faxes	\$1.25 For each page	\$1.25 For each page
Chamber of Commerce (2564)	\$2.00 per page for non chamber members (Outgoing & Incoming) \$1.00 per page for chamber members (Outgoing & Incoming)	
Hy-Vee	\$2.00 First page	\$1.00 For each additional page - plus tax
Kendall Young Library	\$3.00 First page	\$1.00 Additional
Post Office (1611)	Does not do faxes	
First American Bank (1133)	\$5.00 Per fax	
First State Bank (2520)	Does not do faxes	
Webster City Federal (3071)	\$5.00 First page	\$1.00 additional