

## **Hart County Library**

### **FAX policy**

**Policy updated/approved by the Hart County Library Board of Trustees – June 10, 2025**

The Hart County Library is pleased to provide a fax service to the general public. Note that library services and operations will take priority.

**As of this document's approval date, the fax number for Hart County Library is (706) 376-1157.**

### **Sending a Fax**

Charges: \$1.00 per page, local or long distance. Note that the library does not fax to international numbers.

Operation of the fax machine is limited to library staff.

Unless a cover sheet is provided by the patron, a library-supplied cover sheet must be filled out in order to send a fax.

- There is no charge for the cover sheet, unless it is the only page sent.
- There is no charge for the fax confirmation printout – the patron may keep or discard the confirmation printout.

The library is not responsible for the quality of the fax sent, including missing pages, bad transmissions, failure to transmit, or incomplete information. If staff time permits, a fax may be sent again to ensure that all pages were transmitted.

If the fax attempt results in a busy signal or other failed connection, three more attempts will be made to transmit in the next 10 minutes. If staff time permits, this requirement may be waived. If failure persists for 10 minutes, transmissions may be resubmitted one hour later at no additional charge.

Only the patron may determine the success of the transmission by calling the recipient.

### **Receiving a Fax**

Charges: \$1.00 per page.

The library is not responsible for the quality of received faxes.

Anyone expecting to receive a fax should notify the library ahead of time.

The library will notify the recipient, if possible, when the fax is received.