Public Fax Service Policy

Brandywine Community Library
Policy Updated: 2/27/25

The Brandywine Community Library provides faxing service to the public. The terms and conditions of faxing are listed below:

1. Faxes may be sent as well as received at the library.
2. Faxing fee is $2.00 the first page and $.25 each additional page.
3. All faxing is done by library staff.
4. Payment for faxes must be made at time service is rendered.
5. Domestic fax service only is provided, including to Alaska, Hawaii, and Puerto Rico. No international faxes may be sent or received.
6. All faxes must be done on 8 ½ x 11 paper only; no legal sized paper may be used. You may be charged copy fees to have paper run smoothly through the fax machine.
7. The fax machine can only fax one side of the paper- two sided papers need to be copied to run through the fax machine together. There is a cost to copying pages; black and white copies are $.25 per side.
8. Accuracy of the fax number is the responsibility of the patron.
9. The library is not responsible for the quality of faxes.
10. The library is not responsible for content of faxes.
11. The library can provide a cover sheets for faxes; the cover sheet counts as a page.
12. Faxing is a service we happily provide, but if staff is busy with other dues, a patron may be asked to wait until time allows for the fax to be handled.
13. The library makes every effort to ensure accuracy of fax transmissions. However, the library is not responsible for staff error (e.g. transposing of numbers).
14. The staff will provide you with a confirmation sheet showing the status of your fax. If the transmission is successful, OK appears next to result on the verification report.
15. If the fax number provided is busy the fax machine will retry a few times.