

THE SOUTH HAVEN MEMORIAL LIBRARY

FAX MACHINE POLICY



Library patrons will be permitted to FAX personal materials only with the help of a SHML staff member. Library staff will send and receive all materials. The Library FAX number may be used for Library patrons to receive materials sent to the library. All FAX materials will be retrieved by SHML patrons during open library hours only.

Patrons will be charged \$2.00 per page excluding the cover letter.