

**ASHTABULA COUNTY DISTRICT LIBRARY**  
**PUBLIC SERVICES POLICY**

SECTION:	PS 10	SPECIAL SERVICES
SUBSECTION:	PS 10.1	PRINTING AND RELATED SERVICES
POLICY:	PS 10.11	FAX SERVICE
REVISIONS:		11/85; 11/95; 7/18/01; 4/25/07; 5/18/16; 10/21/2020

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Fax services are available at both the Ashtabula and Geneva Libraries during regular library hours. Faxes sent are self-serve by the patron via the fax machine located at patron services. Outgoing fax transmissions are sent free of charge Incoming fax transmissions are printed at rates listed in the Photocopiers and Printers section of the Library’s Public Services Policy. Faxes can be received 24 hours a day but must be picked up during regular library hours.\* Neither international fax service nor fax delivery/pickup service are available.

\*Faxes received will be housed in an email account until retrieved by staff during regular library hours. Faxes received but not picked up will be deleted after thirty (30) days.

**DISCLAIMER:** ACDL is not responsible for any losses incurred through the use of this fax service.