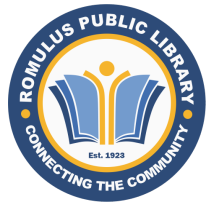


**Romulus Public Library**  
**Fax Procedure**  
**May 2024**



**Outgoing Faxes**

The Library offers outgoing fax services for \$1.00 per page. Cover sheets and confirmation pages are free.

Faxes will not be sent beginning 15 minutes before the Library closes.

**Incoming Faxes**

The Library offers incoming fax services for \$1.00 per page.

- A. The name of the patron receiving the fax must be clearly stated on the cover sheet and proper ID must be shown when picking up the fax.
- B. The patron is responsible for contacting the library when an incoming fax is expected and for picking up the documents in a timely manner.
- C. Incoming faxes not picked up the same day will be held in a folder at the circulation desk for one week and will be shredded if not picked up.