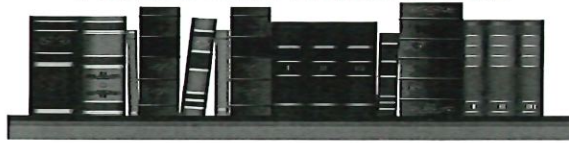


**BOARD OF TRUSTEES  
POLICY AND PROCEDURE**



**PHOEBE APPERSON HEARST LIBRARY  
LEAD, SOUTH DAKOTA**

**FAX and SCAN SERVICE POLICY**

**PURPOSE**

To allow staff clear direction in providing fax and scan service

**SOURCE**

Hearst Library Board of Trustees and Hearst Library Director

**POLICY**

To enhance customer service, the Hearst Library will provide fax and scan service to the community during regular library business hours

**FAX PROCEDURE**

- ❖ Hearst Library Fax Number is 605-722-0440
- ❖ Operation of the fax machine limited to library staff
- ❖ Fax transmission cover sheet available upon request
- ❖ Fax page size must be 8½" by 11 inches for proper transmission
- ❖ Hearst Library is not responsible for errors or poor print quality on receipt of transmission
- ❖ Patron responsible for determining success of transmission by calling recipient

**SCAN PROCEDURE**

- ❖ Library staff will perform scanning service
- ❖ Scans will be saved to patron's flash drive or
- ❖ Scans will be emailed to patron using library email

**FEES** for fax and/or scan service are as follows:

- \$1.00 / page for sending and/or receiving fax (no charge for cover sheet)
  - Proctored exams will be faxed to instructors free of charge
- No charge for scans

\*\*\*\* Hearst Library is NOT responsible for unsuccessful transmission of an outgoing or incoming fax or scan, nor is the library responsible for any loss of data or consequential damage arising out of the use of these services

Approved by:

  
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Hearst Library Board of Trustees President  
Revision Date: December 18, 2023

  
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Hearst Library Director