

Fax Service Policy

The New Milford Public Library offers a fee-based fax service to all patrons.

Reference Department staff are available to send patron fax documents. Patrons will be served on a first-come, first-served basis. The fee for sending a fax document is: \$1.00 per page (local, in-state, out-of-state long distance, U.S. possessions and Canada). Fax service is not available to any other areas.

Patrons may also receive faxes. The incoming documents will be collected, and the patron will be contacted by phone. If the patron cannot be contacted or fails to pick up the document WITHIN ONE WEEK, the document will be discarded.

Incoming faxes are free of charge; however, patrons MUST have the sender include contact information such as NAME and PHONE NUMBER.

Approved by the New Milford Library Board of Trustees on 12/20/2023