

### **Fax/Copy Policy**

1. The library has a fax machine and a copier available for reasonable use by the public. There is no cost for using the fax machine or copier. However, donations are always accepted.
2. Library Staff will provide assistance in using the fax machine. The fax number is 603-570-2024.
3. If the Director deems that a patron is abusing the privilege of using the fax machine or copier, the Director may, in her/his discretion, restrict or prohibit that patron's use of the fax machine or copier.
4. The use of the fax machine or copier for illegal purposes is prohibited. The Library does not monitor the use of the fax machine and copier. If, however, the library staff becomes aware of illegal conduct with respect to the use of this equipment, they will contact the appropriate authorities.