



Email: [info@emmetsburg.lib.ia.us](mailto:info@emmetsburg.lib.ia.us)  
Website: <http://www.emmetsburg.lib.ia.us>

707 North Superior Street  
Emmetsburg, Iowa 50536  
Phone: (712) 852-4009  
Fax: (712) 852-3785

## 5.12 Public Facsimile Transmission Service

The Emmetsburg Public Library offers a faxing service for the benefit of the public. The library will both send and receive fax transmissions for patrons for a nominal fee.

As the sending and receiving of fax transmissions take library staff away from other duties and cost the same as a comparable telephone call, the library offers the service on a fee-basis.

Please note that fax transmissions exceeding 10 pages in length will be sent as a separate transmission

Original documents must be in clean, flat condition, and have no staples or staple holes. If any of these conditions are not met, the library staff will make copies of the originals to be faxed and return both to the person requesting the service. The copies will be made at a charge of reflecting the library's current charges for photocopies based on the size and number of originals.

The schedule for outgoing fax charges shall be as follows: \$2.00 for the first page and \$0.25 for each additional page.

The library will accept incoming fax transmissions and will hold the documents for a limited amount of time. The public is asked to have who the transmission is intended for clearly marked on a cover page and, when possible, to notify the library in advance of an impending transmission.

Upon receipt, the intended recipient of an incoming fax transmission will have one week to pick up their documents. After one week, the documents will be destroyed in a manner commensurate with library's privacy policy.

The cost for receiving a fax shall be \$0.15 per page. All pages received, even blank pages, must be paid for.

Adopted: October 2010; Reviewed: April 2014, April 2017; February 2020;  
Amended: August 2022

Scheduled for Review: July 2025