

USE OF FAXES IN WILTSHIRE LIBRARIES

Policy statement

Fax Service

1. Libraries that have fax machines offer a fax service. Details of charges can be found on the current library charges sheet.
2. The service may be used to send faxes. Libraries cannot receive faxes.

Enquiry work

3. If as a result of an enquiry we fax information to the library at which you made the enquiry you may look at it in the library free of charge. If you decide to take the information away with you we will charge our standard photocopying charge per sheet.
4. If you ask us to fax information to you personally we will fax up to five pages to you free of charge. We will however require you to pay any copying charges incurred in sending the fax.

Copyright

5. The above are subject to current copyright legislation. Faxing will only be carried out if there is no infringement of the law.

Disclaimer

6. 'This communication is intended for the person(s) named above, and may be confidential, legally privileged and protected by law. If you receive this fax in error, please contact the sender immediately and either confirm that you have destroyed the fax or return it to them as soon as possible by post. Unauthorised disclosure or copying of this information may be unlawful.'