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Fax Use Policy

Policy No. 3A

Library patrons may use the fax machine to send or receive tax transmissions for non-profit-making se only. The following rates apply:

[Sending Fax Transmissions](#)

Village of Hodgkins residents and Hodgkins Public Library cardholders may send fax transmissions domestically free of charge. Non-residents who are not library cardholders will be charged a flat fee of \$.25 for domestic faxes.

For fax transmissions sent outside the Continental United States, the fee will be \$.50.

[Receiving Fax Transmissions](#)

There is a \$.20 charge per page for any fax transmissions received at the Library. Library staff will hold patron faxes for 24 hours, after which point the fax will be shredded. We ask that patrons please inform us if they will be receiving a fax transmission.

Approved: 05/17/1999

Updated: 06/16/2014