

Berwyn Public Library
Reference Department Fax Transmittal Policy

1. As a service to our employment center users, the reference department staff will fax patrons' resumes and cover letters. This faxing service is limited to patrons using the employment center.
2. The fee charged for this service is a dollar (\$1) per page.
3. Faxing service will be limited to outgoing transmittals only. The reference staff will not accept incoming faxes for patrons.
4. Patrons using this service must wait for a transmittal verification receipt.

Approved by the Berwyn Public Library Board of Trustees
Effective October 7, 2002
Reauthorized September 12, 2005