

Office Equipment Services

Fax Machine

- The Library offers a fee-based faxing service for the public.
- Use of the fax machine is available on a first come first served basis.
- Patrons may send or receive faxes from the fax machine located in the Library.
- The Library's fax number is 631-734-7010.
- Incoming faxes will be held at the circulation desk for patrons to pick-up.
- Patrons should include their contact number on the document.
- The Library will attempt to notify patrons when a fax is received.
- If fax is of great importance, patrons are advised to call the Library to check on its status.

Fees for Transmitting

(no charge for cover/transmittal sheet)

Domestic, all pages.....\$1.00 per page

International, First Page.....\$2.00 per page Additional Pages.....\$1.00 per page

Fees for Receiving

Each page, including cover sheet.....\$1.00 each

Photocopier

Public Photocopier

- Use of the photocopier is available on a first come first served basis.
- Photocopier accepts dollar bills and coins. Bills up to \$20.00 are accepted but all change will be given in coins.
- Black & White letter size and legal size copies are 15 cents each.
- Black & White 11x17 inch copies are 25 cents each.
- Color letter size and legal size copies are 25 cents each.
- Color 11x17 inch copies are 50 cents each.
- There is a 20 copy per day per person limit on this machine.
This limit may be waived at the discretion of the Director or staff member on duty.
- Photocopier users must comply with the Library's *Copyright Protection Policy*.

Staff Copier

- The photocopy machine downstairs is primarily for staff use.
- The following community groups have permission to use the machine:
 - Cutchogue - New Suffolk Historical Council
 - no charge, no limit on # of copies
 - Friends of the Cutchogue New Suffolk Free Library
 - no charge, no limit on # of copies
 - Literacy Suffolk Volunteers
 - no charge for **20** copies per week.
- Photocopier users must comply with the Library's *Copyright Protection Policy*.