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