



Valley Community Library
739 River Street
Peckville, PA 18452
570-489-1765
<http://lclshome.org/valley>

Faxing Policy

Faxing is available to patrons during library business hours with the following guidelines:

- Only library staff members are permitted to use the fax machine.
- All faxes must be on a standard 8½" x 11" sheet of paper. Photocopies may be made by the patron using the copy machine at the cost of the patron.
- Each side of paper that must be faxed is considered a separate sheet and must be paid for.
- Staff members will attempt to send a fax no more than three times before asking the patron to come back later or another day if the line is busy.
- Patrons are responsible for finding out the correct delivery number of the fax.
- Confirmation pages will be printed and handed to the patron.

Faxing charges:

- \$2.00 for the first page of the fax. The cover sheet is provided for free.
- \$1.00 for each additional page

The library does not receive faxes for patrons at this time.