

Fax Service By Appointment Procedure

- 1) Fax service will be available by appointment only. To make a reservation, patrons should call 609-581-4060, Extension 1.
- 2) Upon arrival, patrons should call the above number to notify library staff that they have arrived for their appointment. Before entering the library, patrons will be required to have their temperature taken and answer a series of questions. Patrons may be denied entry depending on the results.
- 3) Patrons will be required to properly wear masks and gloves while having items faxed.
- 4) Only one (1) patron at a time will be allowed to enter the building to utilize fax service.
- 5) Once cleared to enter, a library employee will accompany the patron to the fax service area.
- 6) There is a 15 page faxing limit per patron at this time.
- 7) Patrons entering the library for fax service may utilize only this service while they remain in the building.
- 8) When the patron has finished, they will be accompanied from the building by a library employee.
- 9) This policy may be amended as necessary during the COVID-19 pandemic.

The fee for faxing service is \$1.00 per page. Public restrooms will NOT be available for use at this time.