

# Oklahoma City University

## Dulaney-Browne Library

### Fax Policy

Library circulation staff members will fax materials for current students (including English Language School and Saint Paul School of Theology students). This service is offered for the convenience of students. However, due to the staff and equipment required, the library does charge a small fee for fax services.

#### Outgoing Faxes:

##### Requirements:

- The fax must be prepared and ready to go through the document feeder on the library's fax machines. (Staff members can help students make copies if needed to prepare documents for the document feeder, but the student will need to pay for those copies in the normal way.)
- Students must present a current OCU identification card and complete the fax request form.
- Students pay after the item is faxed and a positive report is printed by the machine.
- The library is not responsible for problems in receiving the fax. Fees are non-refundable.
- The library staff will re-send a fax no more than three times.
- Prices are based destination of the fax. There is no per-page charge or limits.
- If a student requests that a fax be sent and then fails to pay for the charge when the transmission is complete, a fine of \$5.00 plus the charge for the fax will be added to the student's library account.

##### Prices (cash or check only):

- Local faxes: \$1.00
- Long distance: \$2.00
- International: \$6.00

#### Incoming Faxes:

##### Requirements:

- Students must complete an incoming fax form before requesting that a fax be sent to the library's machine. Students will be given the fax number at that time.
- Students pay the current per page copying/printing price (10¢ / page) for the incoming fax in order to pick it up.

##### Prices (cash or check only):

- 10¢ / page

**NOTE:** The library's color copier includes a free scan to e-mail option. Please ask at the reference desk for help in using this feature.