

# MALPASS LIBRARY FAX MACHINE USE POLICY

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## **PURPOSE**

Malpass Library has a fax machine which is to be used for Library business only.

## **DEFINITION**

Malpass Library will not send a fax for anything but legitimate Library business.

## **SCOPE**

This policy is to help Library Employees explain to users that we do not provide a fax machine for personal use.

## **POLICY**

- The fax machine located in the Malpass Library is for library business use only.
- Users should be directed to Sherman Hall, Room 22 or the University Union Service Center to send or to receive faxes.

## **REVIEW**

This document will be reviewed by Library Administration on an annual basis.



Thursday, January 27, 2011

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Approved/Signature

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Date

Created: 9/03  
Reviewed: 1/11