FACSIMILE USE CHARGES

POLICY

Facsimile (fax) machines for official SDSM&T business are available in the library and at the Business Office switchboard.

PROCEDURES

SDSM&T equipment may only be used for official state business. Transactions with other libraries, placement activities (resumes, official correspondence, and applications), and other student services activities are examples of state business. No personal documents may be sent or received on SDSM&T owned fax machines. Charges or surcharges not authorized by this policy must be approved by the Vice President for Business and Administration.

1. SENDING DOCUMENTS
   A cover sheet or fax information identifier must accompany all documents being transmitted. Cover sheets are available from either the library or the switchboard. Attempts to fax a document which cannot be completed due to an incorrect fax number or answered phones will be charged the applicable first page rate as outlined below in items 3 and 4.

2. RECEIVING DOCUMENTS
   A. Documents received on SDSM&T fax machines will be logged in by the fax machine operator.

   B. Departments will be notified of materials received as soon as possible.

   C. Persons or departments receiving documents must pick up the materials and sign to document that the material was received. Faxed documents will not be sent to the department through campus mail.

3. ASSOCIATED COSTS
   A charge of $0.50 for the first page and $0.25 thereafter will be assessed for sending or receiving documents. This includes the cost of the phone call. The library will accept either cash or a valid account number. The switchboard will accept only valid account numbers. Authorized persons must sign to have an account charged for this service.

4. INTERNATIONAL FACSIMILE COSTS
   Documents sent to another country will be charged at the rate of $5.00 for the first page and $1.00 for each additional page. This includes the cost of the phone call. The regular rate will be charged for receiving documents from foreign countries. Additional charges may be assessed for International calls if costs warrant such an action.

* Revised October 2001 to provide current information of fax use charges.
* Revised September 1991 to reflect increase in costs.