

MICROFILM READER/SCANNER POLICY

Microfilm Reader/scanner is a stand-alone unit with an attached laser printer. It is not connected to the library's computer system. The reader is able to project microfiche as well as 16 mm and 35 mm microfilm.

1. The reader/scanner is available to members and non-members free of charge.
2. The member's membership card must be presented before the machine can be accessed.
3. Non-members will be signed on using the library's non-membership card.
4. The reader/scanner may be booked in advance.
5. Users are limited to a two-hour time period. Extensions of one-half hour may be made if there is no demand for the equipment.
6. Walk-in patrons may use the equipment if it is unreserved, but must give way to individuals who have booked the machine if there is a time conflict.
7. Patrons can bring in their microfilm/microfiche to use on the library machine.
8. Printing is available for a fee.
9. Anyone damaging the reader/scanner may have their library privileges revoked and may be charged for the damages.