

### **Microfilm Reader/Scanner/Printer Policy**

Only persons in 9<sup>th</sup> grade or older may use the reader/scanner/printers independently. Younger persons must have assistance with the usage of the machine. If a parent or staff member is not available to assist, patrons not yet in 9<sup>th</sup> grade will not be permitted to use the machine. Loss or damage to the reader/scanner/printer or to microforms due to abusive handling will be paid for by the user.

Print copies are 10 cents per page.

Availability of the reader/scanner/printer is on a first come, first served basis, with a two hour limit. If no one is waiting, patron may continue use.

Library staff has the right to restrict usage for those people who cannot abide by the regulations of the library and the specific rules for use of the reader/scanner/printer.

5/96; revised 3/15; reviewed 3/17