

## **Microfilm Machine Usage Policy**

The Henry County Public Library is not responsible for any liability, damages or expense resulting from use or misuse of the device. Any use of the device for illegal purposes is strictly prohibited.

The microfilm machine may be borrowed by Henry County Public Library adult card holders with library cards in good standing (i.e. library card is not blocked due to unpaid fines or lost material). Checkout is limited to one person at a time. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late or tardy for their appointment to use the microfilm machine.

The microfilm machine and its equipment are strictly for in-house use. If damage to the device is discovered by Library staff, these costs will be added to the patron's account.

### Guidelines for Borrowing and Use

- Patrons must check in at the Circulation Desk before and after using microfilm machine to ensure that all checked out items are returned and in good working condition.
- Borrowers must have a valid adult library card and be in good standing with the Library.
- The microfilm machine and its equipment are only for in-house use.
- Borrowers, along with a library staff member, will verify that all accessories are present at the time of checkout and check-in (booklet, flash drive, laptop, power cord, microfilm reels, etc.)
- Patrons must make an appointment to use the microfilm machine and its equipment.
- Appointments may be made on the same day.
- Patrons must fill out a Microfilm Rental Agreement prior to use of the machine.

### Fines and Liability

The borrower is responsible for the costs associated with damage or loss to the microfilm machine and all equipment due to neglect or abuse. Replacement fines are as follows:

Program Key (Flash Drive) - \$450 or current market value

Booklet - \$10

Microfilm Reel - \$50 or current market value

Laptop and Power Cord - \$500 or current market value

Microfilm Machine – Current market value, depending on part that is damaged

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President, Board of Trustees

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