

## **MICROFILM MACHINE POLICY**

Patrons must sign in at Archives desk and abide by the designated time limit of 45 minutes. Patrons may request more than one sign up sessions per day. Time limit may be exceeded if no one is waiting to use a microfilm machine. Patrons may be limited to 45 minutes of microfilm machine usage during peak use periods. Patrons must relinquish microfilm machine after 45 minutes if others are waiting to use them.

Children under 13 must have an adult with them to use the microfilm machines.

Revised 11/13/2008  
Reviewed 11/12/2009  
Reviewed 11/10/2010