

Fort Madison Public Library

Microfilm Machine Policy

The Fort Madison Public Library and the Old Fort Genealogical Society (OFGS) have provided three microfilm machines for public use. These machines provide access to the microfilm collection provided by the OFGS.

Relationship to Other Library Policies

The Fort Madison Public Library's Microfilm Machine Policy is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies.

Patron Assistance and Instruction

Library staff can provide a brief introduction of how to use the machines but are not able to provide extensive help with family research. Members of the OFGS will be available at various times during the week to provide additional help. Please ask for assistance if you have trouble printing, loading the microfilm, need more paper or have other problems with the machines.

Microfilm Machine Use Restrictions

Microfilm machines are available to all adults. Children under the age of 14 must be supervised by an adult while using the machines.

Patrons are limited to one hour on the machines. If no one is waiting, additional time is unlimited.

Patrons who wish to print out copies, need to pay for their copies at the front desk. Printing from the analog Microfilm Machine is \$.25/page. Printing from the digital microfilm machine is \$.10/page.

Microfilm machines will be turned off 10 minutes before the library closes.

Misuse of any equipment, or failure to follow any of these guidelines, including failure to abide by time limits, will result in a loss of Microfilm privileges.

**Adopted by the Library Board on November 16, 2006. Reviewed September 17, 2009.
Reviewed July 18, 2013. Rev. 10/15/2015. Rev. 01/18/18. Rev. 11/15/18.**