A. Microfilm Reader

The library has microfilm of the local paper from 1874 -2004. These microfilm rolls are available for in-house use only.

The microfilm reader is not currently available for use by the public. Requests can be submitted for prints, either physical or digital, of articles within the library's microfilm collection. There is no charge for this use; however, any physical prints made are $.20 per page. Library staff will search microfilm for the requested articles as time permits within regular library duties.

B. Computer Printers

It is expected that any computer user has read and agreed to the Computer and Internet Use Policy.

Users must be completely finished with the computer and printer by the end of their allotted time. Computer use is regulated through time management software. The software will notify individual users of the amount of time they have left per day.

Print requests are directed through a cloud-based software, which allows users access to library printers even through their personal devices. Tutorials on how to use this software is available from staff as time allows.

The cost is $.20 for black and white, $.50 for color prints per page and must be paid for at the conclusion of the session.

C. Photocopy Machine

Photocopies are done by a staff member and may require a page limit or time extension, depending on the number of pages and/or availability of staff. Patrons wanting copies made are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the user.
Photocopies are made at a rate of $.20 for black and white, $.50 for color prints per page.

D. Scanning

Scanning of materials to a PDF format can be done by staff and sent to an email address. Patrons must provide an email address to receive the file. There is no charge for the scanning of documents.