

## **Public Typewriter Policy**

An electronic typewriter with self-correction feature is available in the library for public use.

1. Patrons must be nine [9] years old or be accompanied by a responsible adult to use the typewriter.
2. Patrons must register at the Circulation Desk prior to use.
3. Usage is on a “first come, first served” basis.
4. The user is liable for any damage due to misuse or mistreatment of the equipment.
5. A one hour time limit shall be imposed on each user if someone else is waiting to use the machine.
6. Patrons must provide their own supplies (i.e., paper, correction fluid, etc.)
7. There is no fee charged for the use of the typewriter.
8. Any problem or fault with the typewriter must be reported immediately.

Approved: January 12, 1999

Revised: February 12, 2004

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President, Board of Trustees