

## CENSUS MICROFILM RENTAL POLICY

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Federal decennial population census schedules are made available to the general public by the National Archives of the United States through the Census Microfilm Rental Program. The schedules are of use to genealogists, historians, and social scientists. Public libraries may apply to participate in the Census Microfilm Rental Program and become a local agency having access to the currently available census schedules for the entire United States. The Warsaw Community Public Library coordinator will call the agency to verify prices and loan policies.

The Interlibrary Loan coordinator will serve as the Census Microfilm Rental coordinator. He/she will consolidate all orders and mail them to the National Archives Census Microfilm Rental Program, at Post Office Box 30, Annapolis Junction, Maryland 20701-0030.

Individuals who hold valid Warsaw Community Public Library cards and are in good standing are eligible to rent U.S. population census schedules through the Library.

The basic rental fee is set by the rental program office and is \$3.25 for each roll. There will also be a charge to cover the cost of two-way postage and handling. A limit of four films per person may be ordered at one time.

The rental program is designed for prompt shipment when the film is available and systematic scheduling when multiple orders accumulate with no borrowers having to wait more than 60 days.

A user may order film to be delivered on a specific date or may request the film to be shipped "as soon as possible." The Library will notify the user when the film arrives. If a film cannot be shipped within ten days of the receipt of the order, or by the date requested, a written confirmation will be sent to the Library with notification of the expected arrival date of the film. The Library will send written notification of delays to the user.

The user may rent film for 30 days. Film will not be held for users after the scheduled return date. There is a \$3.00 overdue charge on films returned more than one day after the designated return date. There will be no renewals. Films ordered but not used will not be reordered for the same person for three months. The Library will return all rental films.

All films must be viewed in the Library. Films are not available for loan under any circumstances.

The Library will assume the cost of lost or damaged films if the loss or damage is the fault of the Library. The user will assume the cost of damaged films if the damage is clearly caused by the user's negligence. The replacement fee is \$12.00 per film.

All research is performed by the individual renting the film. The Library staff and the Census Microfilm Rental Program office will not perform research through this program.