

MONTVILLE TOWNSHIP PUBLIC LIBRARY - MEMORY LAB POLICY

The Memory Lab is a free, do-it-yourself space for making high-quality digitized personal archive collections. Using professional-grade equipment, library users can digitize multiple formats, including slides, negatives, photographic prints, Super 8 film, audio cassettes, documents and VHS tapes. The Memory Lab at the Montville Township Public Library consists of two digitization stations:

- One station for scanning photographs, slides, and negatives as well as flat documents.

The scanner is a large format Epson 12000 that with a scanning space of 12" x 17"

- One VHS transfer station for digitizing VHS tapes, Super 8 film, and audio cassettes and vinyl records. The Memory Lab provides a space for the community to learn how to access, digitize and share old videos, audio recordings, photographs and slides.

The Memory Lab is available for three-hour appointments Monday through Thursday 9am - 6pm and Friday 9am – 4pm. Appointments can be made on our events calendar or by calling 973-402-0900.

Guidelines for Use

- **Lab Use** – Memory Lab users must leave a valid ID at the Information desk for the duration of their lab appointment. Priority will be granted to Montville Library cardholders. Memory Lab users must sign the Memory Lab User Agreement in order to have access to the lab and make an appointment prior to each use of the equipment.
- **Age Policy** – Appointment requests must be made and used by library patrons, aged 18 and older. Youth ages 14-17 may use the Lab if supervised by a parent or guardian.
- **Length of Lab Visit** – Users may reserve use of the Memory Lab for no more than one appointment weekly. Appointments are a maximum of 3 hours long.
- **Late Policy** – Reservations may be canceled for users who are more than 15 minutes late and the station will be made available to other users.
- **Condition of Materials** - All material brought into the Memory Lab needs to be inspected by staff before it can be placed in any of the equipment. Staff will look for several key issues, and depending on the issue, the material may be ineligible for digitization.
- **Transfer of Copyrighted Materials using the Memory Lab is prohibited.** By law, individuals cannot transfer copyrighted material unless: 1) user obtained permission from the copyright holder, or 2) the transfer is for fair use purposes.

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- **Transfer of Obscene Materials, or content that is otherwise inappropriate for the library environment, is prohibited.**
- **Use of the Memory Lab** is subject to the Lab Policies listed here, the Montville Township Public Library Code of Conduct, the Library Internet Use Policies, as well as any other applicable Library policies and procedures. Failure to abide by all applicable policies and procedures will result in suspension or loss of Memory Lab use privileges.
- **User Liability** – The individual who reserves the Memory Lab will be considered the main user and is financially responsible for any damages or misuse of equipment, even if a group is working on a project together.
- **Liability Limitation** – The Montville Township Library is not responsible for any losses, damages, obligations or liabilities directly or indirectly related to the use of its equipment and information resources.
- **Food and Beverages** – Food and drink are NOT allowed in the Memory Lab area. Food and drink can damage our media equipment as well as attract pests that can damage personal materials.
- **Saving Files** – Users are responsible for saving their work on a personal, external memory source. Please bring a USB or external hard drive for saving files, as the library does not provide these sources. All Memory Lab computers are reset, and all files deleted after each reboot.
- **Storage of Personal Items** – Hard drives or other personal items needed for saving or transferring files cannot be stored at the library. Materials brought to the Memory Lab for scanning must remain with the user at all times.
- **Staff Assistance** – The Montville Township Public Library Memory Lab is a Do-It-Yourself space. Basic information about the Lab resources can be provided by staff. Users must be trained by a staff member before using the Memory Lab equipment and can reference training guides while using the lab.

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MONTVILLE TOWNSHIP PUBLIC LIBRARY MEMORY LAB USER AGREEMENT

Date: _____

I, _____ (name), have read the Memory Lab Policies, and agree to follow all rules, policies, procedures, and restrictions relating to use of it, including but not limited to, the rules stated herein, the Montville Township Public Library Code of Conduct, the Library Internet Use Policies, and all other applicable Library policies and procedures. I understand that these rules, policies, procedures, and restrictions may change at any time without notice and that I will make myself aware of all changes or modifications of said rules, policies, procedures, and restrictions.

I agree that by signing this agreement and/or engaging in Memory Lab activities, I shall defend, indemnify, and hold harmless the Montville Township Public Library and its employees, and volunteers from and against any and all claims, proceedings, damages, losses, suits including attorney fees and costs, actions, or liabilities for injury or death of any person, or for loss or damage to property, or any other loss in connection with the use of the Memory Lab, including the equipment, tools, and materials therein.

I also understand and agree that I am financially responsible for any and all damage done to Memory Lab equipment resulting in my misuse or failure to follow all rules, policies, procedures, and restrictions relating to use of it. I understand that I am responsible for and agree to pay the repair and replacement costs of the equipment resulting from such actions. I understand that use of the Memory Lab equipment is voluntary. There may be instances where due to the condition of the materials and/or equipment malfunction, my materials may be further damaged.

I am aware that I may be exposed to personal injury, or damage to my property arising out of my use of the Memory Lab. Such risks may be as a result of my activities or the activities of others (volunteers, employees, or third parties). With knowledge of these risks, I agree to accept all risks of personal injury, or damage to my property. In consideration of the same, on behalf of myself, my personal representatives, heirs, next of kin, successors and assigns, forever waive, release, and discharge the Montville Township Public Library from any and all negligence and liability for my death, disability, personal injury, property damage, property theft or claims of any

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nature which may hereafter accrue to me, and my estate as a direct or indirect result of my use of the Memory Lab.

Full Name: _____

Signature: _____ Date: _____

Library Card Number: _____

E-Mail Address _____

Parent or Legal Guardian Acknowledgment

If the Memory Lab user is 14-17 years of age, a parent/guardian must also read and sign the agreement. As the parent/guardian of the below-named user, I have read, understand, and agree that my child shall comply with the terms of the Montville Township Public Library Memory Lab User Agreement. By signing this Agreement, I give permission for my child to use Library technology and/or to access the equipment in the Memory Lab. I understand that, despite the Library's best efforts, it is impossible for the Library to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the Montville Township Public Library, its employees and volunteers against all claims, proceedings, damages, losses, suits including attorney fees and costs, actions, or liabilities that may result from my child's use of the Library's equipment and technology or the failure of any equipment or technology protection measures used by the Library. Further, I accept full responsibility for supervision of my child's use of the Memory Lab.

Parent/Guardian Information (applicable only for minors)

Parent or Legal Guardian Full Name: _____

Parent/Guardian Library Card Number or ID number _____