

Arcadia Public Library Community Memory Lab Agreement

Applicant Information

Full Name: _____

Library Card Number: _____

Address: _____

Phone: _____ E-Mail Address: _____

Parent/Guardian Information (for minors)

Parent or Legal Guardian Full Name: _____

Parent/Guardian Library Card Number: _____

Parent/Guardian Phone Number (in case of emergency): _____

Orientation

☐ I watched the Memory Lab Orientation video on _____.

☐ I understand that The Community Memory Lab is a do-it-yourself lab. Documentation and training videos are available for review at each conversion station. I understand that I should ask for assistance regarding problems with the equipment or material.

Digitization

☐ I understand that staff will review the material I hope to digitize for signs of mold or other physical damage or deterioration.

☐ I understand the Arcadia Public Library is not responsible for any damages to materials, or errors in the conversions, and are not liable for any copyright infringement. Each patron assumes all responsibility for observing copyright restrictions and other laws when using equipment in the Library. The Library reserves the right to refuse any request for conversion services where a staff member feels a violation of the law may occur as a result of such conversion.

Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Staff Initials: _____



Community Memory Lab Procedures

The Community Memory Lab is a free do-it-yourself workspace for digitizing photos, VHS & audio cassette recordings, film slides, and 8MM film reels.

The Essentials

- An Arcadia Public Library card is required for access to and use of the Community Memory Lab.
- The Community Memory Lab is available by appointment only.
Hours: Monday- Thursday 10 AM – 8 PM. Friday- Saturday 10 AM- 5 PM.
- All participants must complete an orientation before their first session.
- The Community Memory Lab Agreement must be signed at the start of your first session.

Age Policy

- The equipment in the Community Memory Lab is designated for use by people ages 14 and older.

Lab Visit

- Patrons may reserve the Community Memory Lab for up to 4 hours per day, as schedule permits. One station per session.
- Unclaimed reservations will be cancelled 10 minutes past the start time.
- Lab users are required to cancel reservations if they are unable to use their slot.
- Food and drinks are not allowed in the Community Memory Lab.
- Staff will inspect your digital media. Moldy, physically damaged, or deteriorated materials cannot be digitized as they can harm the Community Memory Lab equipment.

Saving Your files

- Customers must save their work on a personal, external memory source. Files cannot be stored on the Lab's computers.
- Hard drives or other personal items needed for saving or transferring files cannot be stored at the Lab.

Staff Assistance

- It's a do-it-yourself workspace- step-by-step instructions are provided, but you control the process from start to finish.
- Basic information about the Lab resources can be provided by staff; for more in-depth assistance customers should attend an additional orientation session or watch training videos.

Prohibited Materials

- Protected or copyright materials.

