

Dr. Grace O. Doane Alden Public Library

Subject: Memory Lab

Background: The Alden Public Library provides a Memory Lab for library sponsored programs. When not in use for library-sponsored activities, the space and equipment are available to individuals and non-profit groups. The intent of the Memory Lab is to provide introductory equipment to convert various media into a digital format for preservation.

Policy:

- A. Priority of the Memory Lab is for library activities and programs.
- B. Users of the Memory Lab must have a current Alden Public Library card. Users under 16 years of age must be supervised by an adult 18 years or older.
- C. Reservations are required to ensure availability of space or equipment.
- D. The Library will provide access to the equipment and tools. Patrons will be required to bring supplies that are not provided.
- E. Library staff must approve all patron-supplied materials before being used in the Memory Lab.
- F. Memory Lab users must complete training on equipment. Training times will be scheduled by library staff.
- G. Patrons must return tools, technology, and equipment to their original location and must leave the space as they found it. Library is not responsible for any items left behind including digital files.
- H. The Library reserves the right to halt, delete, or otherwise disallow the creation of items that violate this or other library policies. Equipment cannot be used to create items intended for sale, commercial use, or in violation of another's intellectual property rights.
- I. The copyright law of the United States (Title 17, U.S. Code) governs the making of copies or other reproductions of copyrighted material. The person(s) using the Library's equipment is liable for any infringement.
- J. All library policies, including patron conduct policy, apply to the use of the Memory Lab. The Library reserves the right to disallow a patron's use of the Memory Lab in its entirety.
- K. The Library, its staff, and representatives are not responsible if a project is destroyed, does not print correctly, does not work, or does not turn out as expected. The patron understands that the Library, its staff and representatives are not responsible for any

manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied through the Memory Lab.

L. Permission to use the Memory Lab does not imply that the Library Board of Trustees, the Library staff, or the City of Alden supports the opinion and/or views of the users.

M. Users assume all risk inherent to the use of the Memory Lab and the tools, technology, and equipment.

N. The library may charge a nominal fee for certain consumable materials.

PROCEDURE:

A. Each piece of equipment will have its own “Equipment Use Guidelines”.

B. Cancellations for reservations should be made promptly.

C. The individual who reserved the makerspace will be held responsible for any damages or issues resulting from or during the use of the space and/or equipment from improper use or abuse.

Patrons using this service must read and sign the form below.

Waiver of Responsibility

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I understand that this is a self-serve Memory Lab and am responsible for my own projects.

Signature: _____ Date: _____

Adopted: November 10, 2022