

## **Oscar Grady Public Library**

### **Digital Media Conversion Lab Policy**

1. The Oscar Grady Public Library shall make the Digital Lab available on equal terms to all patrons in the community, provided that they have a valid library card from the Eastern Shores Library System and they have received training on the equipment by the Oscar Grady Public Library staff.
2. The Digital Lab shall be used for the purpose of personal or private family collections, or shall be civic, cultural, social or educational in nature; the Digital Lab may not be used for the purpose of fund-raising, commercial, profit, or business use.
3. Copyright law prohibits copying commercial VHS or DVD titles.
4. Individuals or groups shall not use the library's name, address, telephone number, or website as the address or headquarters of any such business which might use or promote the Digital Lab's equipment.
5. The individual or group assumes responsibility for any damage to the Digital Lab or its contents. Individuals or groups using the Digital Lab shall promptly pay for all repairs or damage done to any property or equipment in the Lab resulting directly or indirectly from the conduct of any member of their party.
6. In consideration of being allowed to use the Digital Lab, the Patron assumes all risk for loss of Patron's property or damage to Patron's materials. The Village of Saukville and Oscar Grady Public Library make no representations or warranties whatsoever regarding the abilities, quality or efficacy of the Digital Lab. Patrons will hold harmless the Village of Saukville and the Oscar Grady Public Library and their employees and agents from any and all liability for loss of property or damaged materials which may occur through use of the equipment, the conversion process, and/or the age of the photographic formats.
7. The Oscar Grady Public Library Digital Media Conversion Lab Use Agreement will be the reservation instrument. It should be submitted as soon as possible as order of receipt will be the consideration for priority.
8. The Digital Lab is available during the hours the library is open to the public.
9. Children under the age of 18 may use the Digital Lab provided they are fully supervised by adults connected with the group or receive prior approval from the Director. Minors must have their parent or guardian sign the Digital Media Conversion Lab Use Agreement and agree to all terms and conditions set forth therein.
10. There are no fees charged for use of the Digital Lab. However, printing fees are associated; if patrons wish to print to the wireless 4x6 photo printer in the Lab, the charge to print is \$0.50 per 4x6 photo.
11. The Digital Lab must be left in a neat and orderly condition once your reservation is complete.
12. There is no food or drink allowed inside the Digital Lab.
13. The Director is authorized to deny permission to use the Digital Lab to any individual or group that is disorderly or violates this policy in any way. Oscar Grady Public Library staff is authorized to enforce this policy.

**Oscar Grady Public Library**  
**Digital Media Conversion Lab Use Agreement**

Name of Patron on Reservation: \_\_\_\_\_

Patron Barcode: \_\_\_\_\_

Date(s) of Requested Reservation: \_\_/\_\_/\_\_ - \_\_/\_\_/\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

All evening reservations must end 15 minutes prior to the Library's closing time. It is the responsibility of the patron or group to clean up and leave the room in order at the end of the day.

Phone number of patron: \_\_\_\_\_

Address of patron: \_\_\_\_\_

Email address of patron: \_\_\_\_\_

By executing this Use Agreement I acknowledge that I have read the Oscar Grady Public Library Digital Media Conversion Lab Policy and I agree to all of the terms and conditions set forth therein.

\_\_\_\_\_ I have attended training provided by the Oscar Grady Public Library Staff to use the Digital Media Lab. Date Training Received: \_\_/\_\_/\_\_

Signature of Patron: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

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**For Library Director Use**

\_\_\_\_\_ Approved      \_\_\_\_\_ Not Approved

Reason: