



## **The Memory Lab**

Welcome to the Memory Lab at Mid-Continent Public Library (MCPL)! This unique resource will help you to convert your analog records—photographs, recipes, videotapes, letters, and others—into digital records.

In addition to abiding by [MCPL's established policies](#), users of the Memory Lab must adhere to specific policies intended to enhance their experience. This document asks users to review and acknowledge those policies before using the equipment.

If you require more information or have questions, please email [memorylab@mymcpl.org](mailto:memorylab@mymcpl.org).

Happy Digitizing!

### **MCPL Memory Lab Policies**

- All users must agree to hold MCPL harmless from any and all claims, losses, damages, obligations, or liabilities directly or indirectly related to the use of its computing and information resources, caused thereby, or arising therefrom.
- Customers must save their work on a personal, external source or device. Memory Lab computers are reset after each session. *Files cannot be stored on the Lab's computers.*
- Digitizing copyrighted or illegal materials is strictly prohibited.
- Memory Lab appointments are limited to three hours and cannot be expanded. Customers may reserve more than one appointment at a time, but priority may be given to first-time users.
- Customers aged 13 and under must have a parent or guardian present with them while in the Lab. Patrons aged 17 and under must have signed parental consent.
- The individual who books the appointment will be considered the main user and is responsible for any damages or misuse of equipment, even if a group is working on a

project together. *MCPL is not responsible for the loss of or damage to personal property brought into the Memory Lab.* If you must leave the lab during your appointment, please notify a staff member.

- Food and drink are not allowed at the Memory Lab station. Food and drink can damage the media equipment as well as the material you are working with.
- Hard drives or other personal items cannot be stored at the Lab. Materials brought to Lab must remain with you at all times.
- Staff may inspect the materials brought into the Memory Lab to ensure that they will not damage the equipment.
- The Memory Lab is a Do-It-Yourself space. Staff can provide basic information and instruction about the Memory Lab resources, but they will not conduct the digitization for you.
- The Memory Lab is to be used only for personal purposes. It is not to be used for commercial purposes.
- To use the Memory Lab, patrons must sign the consent form and make an appointment to use the equipment. To maximize their experience, customers should review the MCPL Memory Lab instructional resources before their appointment.

### **MCPL Memory Lab Participant Release**

The Memory Lab at MCPL is an innovative, creative, collaborative, and educational space with access to advanced software and emerging technologies. In consideration for participation in the activities of MCPL, Participant agrees to the following waiver and release:

1. Assumption of Risk. Participant acknowledges the inherent risks in the use of equipment, devices, and hazardous materials of any kind commonly used in electronics construction, fabrication, software design, and other technology-related activities and that Participant's participation in such activities and/or use of such tools may result in injury, illness, death or damage to Participant or Participant's personal property. Further, such risks and dangers may be caused by Participants or Guests or other Participants. Finally, such injury, illness death, or damage to Participant or Participant's personal property, may arise from foreseeable or unforeseeable causes including, without limitation, electrocution, burns, or slip and fall injuries. Participant hereby fully assumes all such risks and any others which arise because of Participant's use of MCPL.

2. Release of Liability. Participant releases MCPL, its officers, agents, volunteers, board members and assigns from all liability whatsoever arising out of any damage, loss, or injury to Participant or Participant's property while participating in any activity on the premises of MCPL and/or using any equipment owned by MCPL or another member or guest of MCPL regardless of whether such loss or injury is as a result of the negligence of MCPL or its members, guests, agents, volunteers and assigns, or is a result of some other cause. *MCPL is not responsible for the loss of or damage to personal property brought into the Memory Lab.*

3. Covenant Not to Sue. Participant agrees that Participant will not, under any circumstances, initiate any legal action against MCPL, its members, volunteers, guests, agents, and assigns, nor will Participant assist in the prosecution of any such legal action filed by another, arising out of an injury to the person or property of Participant while participating in the activities contemplated by use of MCPL. This covenant extends to include the heirs, executors, administrators, or assigns of Participants.

4. Third Party Indemnification. Participant indemnifies, saves, and holds harmless MCPL, its members, volunteers, agents and assigns from all losses, claims, actions, or proceedings of every kind and character which may be initiated by any other persons or organizations, and which arise directly or indirectly from the actions of Participant while engaged in the activities contemplated by membership in MCPL. Participant hereby acknowledges that Participant has carefully read all of the above provisions, fully understands the same, and voluntarily signs this document as a condition of participation in the Memory Lab at MCPL.

\_\_\_\_\_ I have read the MCPL Memory Lab Policies and Participant Release

Printed Name: \_\_\_\_\_

Phone Number & Email Address: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

Parent or Guardian Signature (under 17 years old): \_\_\_\_\_