

MEMORY CART



Procedure

The Handley Regional Library's Memory Cart, located at the Bowman Library, provides patrons access to equipment for digitizing home videos, personal documents, photographs, negatives, and slides. This procedure establishes how and under what circumstances the public may use the Memory Cart equipment and software.

Appointments

Use of the Memory Cart is by appointment only. All appointment requests will be submitted via webform through the library website. Library staff will arrange a mutually appropriate appointment time based on equipment, room, and staff or volunteer availability. Appointments are scheduled for two hours at a time. Only one patron at a time may use the Memory Cart and use of the Memory Cart will be supervised. While a volunteer or staff member will be supporting use of the Memory Cart, all digitization and preservation work will be performed by the patron.

Depending on the service, it may be necessary to add a 30-minute buffer time between appointments of the same kind. For example, the Video and Cassette conversion services (VHS, VHS-C, and 8mm) are real-time conversion. Many patrons may not know the length of time on their media and there is set up and processing time involved for conversion of media. Generally, a patron can get through a (1) <90 min VHS, (3) <30 min VHS-c, or (1-3) 3in 8mm/Super8mm reel in the 2-hour appointment timeframe. For anything larger, patrons should notify staff in advance of the material, size, and length of media they are converting to coordinate adjustments to the schedule.

Conditions Governing Use

Memory Cart software and equipment may only be used for lawful purposes. The public will not be permitted to use Memory Cart software and equipment to create material that is prohibited by local, state or federal law, obscene or otherwise inappropriate for the Library environment.

Use of the Memory Cart equipment and software is not permitted if it violates another's intellectual property rights such as reproduction of material that is subject to copyright, patent or trademark protection. Handley Regional Library will not be held 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 or creative use where the Library or any staff member feels a violation of the law may occur as a result of patron use.

Access to the Memory Cart equipment may be denied if the media to be reformatted appears unsafe, harmful, dangerous or poses an immediate threat to the well-being of others or likely to damage equipment.

The Library will not be responsible for any damages to patrons' media or errors in conversions.

The Library reserves the right to refuse any reproduction request. Violations of this procedure may result in loss of access to the equipment.

Age Restrictions

Patrons aged 13 to 17 must be accompanied by a parent or legal guardian while using the Memory Cart.

General Rules

- A library card is not required to use the Memory Cart, but all users must read and sign a Waiver and Release from Liability form prior to use. If the user is between 13 and 17 years old, a parent or legal guardian must also sign the Waiver and Release from Liability form.
- All patrons must check in a Memory Cart volunteer or staff member when they arrive for their scheduled appointment. At this time they will receive a short orientation on how to use the equipment and software.
- Any equipment damage or personal injury must be reported to a staff member immediately.
- Food and beverages are not permitted near Memory Cart equipment.
- Unsafe use of Memory Cart equipment or violations of the library policies will result in losing access to the space.
- The Memory Cart cannot be used for manufacturing or large-scale production services.
- Equipment reservations are forfeited if a requester does not arrive within 15 minutes after the start of the reserved time.
- Patron projects must be finished during the 2-hour appointment time unless the patron has received permission to extend the appointment time by giving advance notice to Library staff.
- Patron projects must be finished before closing. Any jobs still running at closing time will be stopped.
- Patrons will not be left alone to use the Memory Cart. A staff member or volunteer must be present during individual appointments.

- Repeated no-shows of appointments or scheduled programs that a patron registers for may result in a temporary suspension from registering for future Memory Card programs or appointments.