



DENTON PUBLIC LIBRARY

COMMUNITY USE POLICY FOR THE LEGACY LAB

Library Board approved revision, July 12, 2021

The Legacy Lab at the Emily Fowler Central Library is a self-service digital archiving and conversion lab that provides users with the tools and the training to digitize their materials independently.

The Legacy Lab is to be used for the purpose of digitizing personal/family collections and materials of a civic, cultural or educational nature. Copyright law prohibits copying commercial works and violators may lose their library privileges.

LOAN PERIODS AND AVAILABILITY

Customers using the lab for the first time must also attend a training session for the equipment being used. During the orientation, library staff will provide an overview of the use of the equipment and software, how to access the training materials, and answer general questions about the lab. Library staff are not available for intensive or personalized computer instruction.

The Legacy Lab is available during regular library hours. Reservations for the equipment or computers will be made by library staff. If no reservations are pending, customers may use the equipment on a first come, first served basis. Customers must have a valid Denton Public Library card or technology card and complete a Legacy Lab Borrower Responsibility Agreement. Each session is up to three (3) hours and may be renewed if no one is waiting. Customers must be at least 10 years old to use the equipment.

All equipment and materials must remain within the Special Collections research area. Equipment must be returned to the Reference desk at the end of the session and all components must be included in the container. The Library reserves the right to terminate the use of equipment or computers at any time, without notice to the customer, if a library employee believes the equipment or computer has been left unattended by the customer, used in violation of policies, or used in a manner that is likely to damage the machine. The Library also reserves the right to refuse use of equipment or computers to any person who has damaged library equipment in the past or used computer equipment in violation of Denton Public Library policies.

No user files are retained on the computers after they reboot. Customers must save their work to an external device or cloud based storage to ensure retention.

When transferring from analog, such as VHS or audio cassette to digital formats, media will be captured in real time. Customers are required to stay with their belongings.

LIABILITY

Willful misuse may result in loss of privileges for the individual and charges for damages.

Customers using the Legacy Lab assume all risk for loss or damage to their property and the Denton Public Library will not be held responsible for said losses or damages. The Denton Public Library makes no guarantees whatsoever regarding the abilities, quality or efficacy of the equipment in the lab.

LEGACY LAB - BORROWER RESPONSIBILITY AGREEMENT

I understand that I assume all risk of loss of my personal property, files and/or damage to my materials and hold the Denton Public Library and its employees harmless for any liabilities, losses, and damages that may occur through use of the provided Equipment.

By signing this agreement, I acknowledge that I have read the Community Use Policy for The Legacy Lab and agree to all the terms and conditions set forth therein.

Signature of cardholder, parent or guardian

Printed name

Library/Technology Card Number

Date

I would like to use the following equipment during this session.

- | | |
|---|---|
| <input type="checkbox"/> 1 8mm/Super8 Film to Digital Converter | <input type="checkbox"/> 9 Headphones |
| <input type="checkbox"/> 2 Wolverine Film to Digital Converter | <input type="checkbox"/> 11 Light Board & Slide Viewer |
| <input type="checkbox"/> 3 VHS-C Cassette Adapters (3 types) | <input type="checkbox"/> 12 8mm/Super8 Film to Digital Converter with 7" Reel |
| <input type="checkbox"/> 4 Audio Cassette Tape to Digital Converter | <input type="checkbox"/> 13 Video to Digital Capture Device Clearcick |
| <input type="checkbox"/> 5 Toshiba VHS to DVD Converter - Remotes | <input type="checkbox"/> 14 CD/DVD Drive-writer |
| <input type="checkbox"/> 6 Zip Drive | <input type="checkbox"/> 15 TEAC LP/Cassette to CD Digital Recorder |
| <input type="checkbox"/> 7 3.5 Floppy Disk Drive | <input type="checkbox"/> 16 Epson FastFoto Photo Scanning System |
| <input type="checkbox"/> 8 Memory Card Reader | <input type="checkbox"/> 17 Epson 11"x17" Flatbed Scanner |

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LEGACY LAB - RESERVATION FORM

Name of Customer: _____ Library card #: 23706

Email Address: _____ Phone Number: _____

Please give two date options for your equipment reservation, in order of preference: _____

Requested start time: _____

Please mark the equipment to be reserved during this session.

- | | |
|---|---|
| <input type="checkbox"/> 1 8mm/Super8 Film to Digital Converter | <input type="checkbox"/> 9 Headphones |
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This is my first time using the equipment I need to attend training as part of my session.

For Library Staff Use: Reservation Confirmed Recorded on Calendar

Library representative: _____ Date: _____

LEGACY LAB - RESERVATION FORM

Name of Customer: _____ Library card #: 23706

Email Address: _____ Phone Number: _____

Please give two date options for your equipment reservation, in order of preference: _____

Requested start time: _____

Please mark the equipment to be reserved during this session.

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This is my first time using this piece of equipment I need to attend training as part of my session.

For Library Staff Use: Reservation Confirmed Recorded on Calendar

Library representative: _____ Date: _____

