



## Memory Lab Policy Acknowledgement

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### Purpose

The Memory Labs at the County of San Luis Obispo Public Libraries are creative, collaborative, and educational spaces that provide access to advanced software, emerging technologies, production studios, and co-working spaces. Please review the guidelines set forth. Acceptance of and compliance with these provisions is required for your use of the space, tools, equipment, and materials provided within.

### Acknowledgement

Initials required for each numbered item:

1. \_\_\_\_ Prior to using the Memory Lab, Patrons must (a) initial Memory Lab Policy Acknowledgment and sign User Agreement; (b) verify identity with library card; (c) attend a mandatory orientation session to use the equipment/tools/materials in the Memory Lab.
2. \_\_\_\_ Patrons must sign in with library staff each time they come to use the Memory Lab.
3. \_\_\_\_ Minors must be accompanied by a guardian or caregiver, always.
4. \_\_\_\_ The Patron agrees that if any piece of equipment becomes unsafe or in a state of disrepair, they will immediately discontinue use and notify Library staff.
5. \_\_\_\_ Patrons must report any accident/incident that occurs in the Memory Lab to a staff member.
6. \_\_\_\_ Patrons must bring their own storage device for transferring media files. The Library is not responsible for providing a place for storing digital media files. All Memory Lab computers are reset, and all files deleted after each reboot.
7. \_\_\_\_ Use of the Memory Lab is subject to County of SLO Library Rules of Conduct and Library Internet Use Policies. Failure to abide by all applicable policies and procedures will result in suspension or loss of Memory Lab use privileges.
8. \_\_\_\_ Transfer of Obscene Materials, or content that is otherwise inappropriate for a public setting, is prohibited.
9. \_\_\_\_ Transfer of Copyrighted Materials using the Memory Lab is prohibited by law. By law, individuals cannot transfer copyrighted material unless: 1) user obtained permission from the copyright holder, or 2) the transfer is for fair use purposes. Patrons are responsible for obtaining their own protections for any intellectual property developed in the Memory Lab.
10. \_\_\_\_ The individual who reserves the Memory Lab will be considered the main user and is financially responsible for any damages or misuse of equipment.
11. \_\_\_\_ The Library is not responsible for any losses, damages, obligations or liabilities directly or indirectly related to the use of its equipment and information resources.

Participant Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Library Card #: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_