

Memory Lab Policy

The PWPL Memory Lab is a self-service resource which includes digitization equipment and software which can be used to digitize audiovisual files. Formats currently supported include oversized materials, slides, negatives, some audio and video formats.

Getting Started

Users must be over the age of 17 to use the Memory Lab alone. Youth ages 12-17 must be accompanied by an adult.

First time users – The Memory Lab is a self-service station. Patrons using this equipment must be willing to consult instructions and training materials for guidance on using the equipment. Staff are NOT available to digitize items for patrons.

- A participant release form must be signed when registering for your first session.
- Patrons should arrive 15 minutes prior to the start of the session and should check in with the Reference Desk staff.
- Step-by-step instructions are available on the Memory Lab Computers and in print.
- Patrons are required to submit an online reservation form to use the Memory Lab. Walk-in use access is only available when there are no standing reservations.

Document Saving - Users must bring their own storage solution options include USB/flash drives, external hard drives, or cloud storage access.

- Files sizes may be large depending on types of digitization taking place.
- Files may be saved on Library equipment temporarily, but the Library cannot guarantee the security of any files which are saved to Library equipment.
- USB drives are available for sale at the PWPL Circulation Desk.

Food and Beverages - Absolutely no food or drinks are allowed in the Memory Lab.

Damage or Theft - Patrons who damage or steal equipment will be banned from future reservations and will be required to pay restitution and/or be subject to criminal prosecution.

Reserving the Memory Lab

Reservations are recommended. Reserve the Memory Lab online.

- Reservation periods are up to 8 hours per session.
- Memory Lab opens 30 minutes after the Library opens, and closes one hour before the Library closes. See website for specific schedules.

Peter White Public Library Board of Trustees

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