



County of San Luis Obispo Public Libraries Memory Lab Use Policy

In keeping with our Mission: Connecting the community to knowledge, culture and creativity through exceptional service, County of SLO Public Libraries strives to offer community access to new and emerging technologies such as equipment found in Memory Lab. This policy establishes how and under what circumstances the public may use the Memory Lab.

Located at the San Luis Obispo Library and the Atascadero Library, the Memory Lab contains archival grade equipment for digitizing personal archival collections. The Memory Lab can digitize multiple formats of material, including:

Documents

Photos, slides, negatives

VHS and VHS-C (SP and EP)

This Memory Lab is intended for patrons as a do-it-yourself digitization project for their personal memory collection. Patrons will attend an orientation session to learn how to use the equipment and software programs. During archiving sessions, some staff assistance will be available, as necessary, with the goal that these projects will eventually be done independently.

To use the Memory Lab, patrons must have an active County of San Luis Obispo Public Libraries card in good standing. All patrons must attend an orientation, read and agree to Memory Lab policies, sign user agreement, and make a reservation on our calendar.

Lab Policy

Age - The Memory Lab is designated for use by persons ages 18 and older.

Release Form - A release form is required to use the Memory Lab. Download and sign Memory Lab Agreement before your session.

Reservations - The Memory Lab is open for appointments. The Memory Lab must be reserved at least 1 day in advance and no more than 1 month in advance. Reservations can be made with library staff or through reservation calendar on Events page (<https://slolibrary.evanced.info/spaces>). Only one session per user per day, or a maximum of 3 hours per day. Reservations will only be held for 30 minutes; thereafter, your reservation spot will be released.

Real-time Transfer – The Memory Lab takes obsolete media to digitize them in a modern format. Thus, all data transfer occurs in real-time. Patrons must not leave the lab unattended for the duration.

Saving Files - Bring a USB or external hard drive to save your content. Please save your project files on your own external drive. Hard drives or other personal items needed for saving or transferring files cannot be stored at the Memory Lab. The Library is not responsible for any lost data from lack of an external storage device. Materials brought to the lab for scanning or analysis must always remain with you and be taken at the end of each session. The Library is not responsible for any personal equipment left behind.

Storage of Personal Items - The Library is not responsible for any other property such as bags or personal items. Do not leave your things unattended.

Food and Beverages - Food and drink are not allowed in the Memory Lab. Food and drink can damage our media equipment as well as attract pests that can damage materials.