

# Winding Rivers Library System Media Conversion Lab User Agreement

04/2017

Name: \_\_\_\_\_ Library Location: \_\_\_\_\_

Library Barcode number or Driver's License number or accepted ID\* number: \_\_\_\_\_

\*provide title of ID, if other than library card or driver's license: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

By executing this User Agreement, I acknowledge that I have read the following and I agree to abide by all terms and conditions.

\_\_\_\_\_ I understand that I must present my library card or accepted ID before using the Lab equipment.

\_\_\_\_\_ I understand that I assume all risk for loss of my personal property, files and/or damage to my materials and hold the Winding Rivers Library System, member libraries and employees and boards of both organizations, harmless for any liabilities that may occur through use of the provided equipment and the conversion process.

\_\_\_\_\_ I agree to assume responsibility for any damage to the Media Conversion Lab equipment and shall promptly pay for all repairs or damage done to any property or equipment in the lab.

\_\_\_\_\_ I understand that I must bring my own USB drives, DVDs, or CDs for copying files, if not available at the library.

\_\_\_\_\_ I understand that I am responsible for abiding by all copyright restrictions.

\_\_\_\_\_ I understand food or drink is not allowed near the media conversion equipment.

\_\_\_\_\_ I take full responsibility for this minor child's use of the equipment: \_\_\_\_\_  
[if applicable]

\_\_\_\_\_ I agree to return this form, with the numbers of materials converted, to any library staff member at the end of my session.

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Library Staff approval (initials): \_\_\_\_\_

## Materials Converted Today:

\_\_\_\_\_ VHS home recording using machine # \_\_\_\_\_

\_\_\_\_\_ photo negatives using machine # \_\_\_\_\_

\_\_\_\_\_ photos using machine # \_\_\_\_\_

\_\_\_\_\_ LP albums using machine # \_\_\_\_\_

\_\_\_\_\_ slides using machine # \_\_\_\_\_

\_\_\_\_\_ audiocassettes using machine # \_\_\_\_\_

