

**Winding Rivers Library System Media Conversion Lab Policy for Equipment to be loaned to Winding Rivers Library System [WRLS] member libraries for use in the library**

1. The WRLS member libraries shall make the Media Conversion Lab available on equal terms to all members of the community, provided:
  - a. that they present a valid WRLS card or other ID accepted by the library (current address should be confirmed in case borrowing library needs to contact patron regarding equipment damage or other problems following use)
  - b. complete the Media Conversion Lab User Agreement form
  - c. receive an introduction to the equipment by the public library staff.
2. The equipment may not be used for the purpose of fund-raising, commercial, profit, or business use.
3. Copyright law prohibits copying commercial VHS or DVD titles.
4. Individuals or groups shall not use the library's name, address, telephone number, or website as the address or headquarters of any such business which might use or promote the Media Conversion Lab's equipment.
5. The user and/or borrowing library assumes responsibility for any damage to the Media Conversion Lab equipment. Users or libraries using the equipment shall promptly pay for all repairs or damage done to any property or equipment in the lab.
6. In consideration of being allowed to use the Media Conversion Lab, the User assumes all risk for loss of User's property or damage to User's materials. The Winding Rivers Library System and WRLS member libraries make no representations or warranties whatsoever regarding the abilities, quality or efficacy of the Media Conversion Lab. Users will hold harmless the Winding Rivers Library System and WRLS member libraries and their employees and agents from any and all liability for loss of property or damaged materials which may occur through use of the equipment, the conversion process, and/or the age of the photographic formats.
7. The Winding Rivers Library System will accept online reservations of the conversion lab by member libraries. The order of receipt will be the consideration for priority. Libraries may request whichever pieces of the lab equipment (VHS converter, turntable converter, etc.) best meets their current programming needs. For example, libraries may choose to borrow one of each type of equipment format or multiple identical units of the same machine.
8. Children under the age of 18 may use the Media Conversion Lab provided they are fully supervised by adults or receive prior approval from the Director. Minors must have their parent or guardian sign the Media Conversion Lab User Agreement and agree to all terms and conditions set forth therein.
9. There are no fees charged for use of the Media Conversion Lab. Digital media provided through the IMLS grant received to start the project will be available at no charge, while supplies last. Thereafter users will be required to bring their own USB drives, DVDs, or CDs for copying files.
10. There is no food or drink allowed in the area used for the Media Conversion Lab equipment.
11. Each person using the Media Conversion Lab should give the completed User Agreement form to a library staff member at the end of their session. Staff receiving the form should initial it, and record the time it was turned in. These should be returned to WRLS with the lab equipment; the statistics provided will assist with the project evaluation, important for its continuation.
 

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12. When the Media Conversion Lab equipment is returned to WRLS, make sure all labeled spots in the storage bins have the corresponding item placed inside and the bin is neatly packed. Place all the User Agreement forms in the courier envelope provided.