



Memory Lab Use Agreement Form

Guidelines for Room Use

- Room must be reserved the day before intended use.
- Room must be checked out at the Reference Desk.
- Only one piece of equipment may be used at one time. Staff will set up and take down equipment for user.
- A valid library card AND a photo ID must be presented at the time of checkout.
- Users must be 18 years or older and have a card in good standing with no fees. Borrowers must read, understand, and sign this form each time they use the room.
- Copyright materials cannot be reproduced. Patron is responsible for any infringement of copyright law.
- Room must be checked back in at the Reference Desk after use.

Memory Lab Use Agreement

By signing this form, you agree to the terms and conditions outlined in this agreement when using the Billings Public Library Memory Lab. Utilization of this room's resources as pertains to this agreement includes the following: technology devices, accessories, supplies, and software. The Billings Public Library is not responsible for damages to any personal media, documents, or materials as they go through the digitization process.

I agree (please initial):

____ To abide by the Billings Public Library's Memory Lab Use Agreement guidelines as stated above.

____ To pay full repair and/or replacement costs should the equipment used be damaged, lost, or stolen.

____ That I have gone through the Memory Lab training process with a library staff member before using any technology, software, or other materials.

____ To ensure that all Memory materials remain on library property at all times and if devices are damaged, I will notify a library staff member as soon as possible.

____ To leave the Memory Lab with all technology, software, supplies, and accessories in the same working condition as it was when checked out.

I have read the entire document and my signature below indicates my agreement with the above statements.

Print Name _____ Library Card # _____

Date _____ Patron Signature _____

Staff Initials stating the patron received training to use the room and the room is checked out to the patron before use. _____

Staff Initials stating that the patron left the room and materials within in good working order and the room has been checked in. _____

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