



Digital Media Lab User Agreement

The use of the Lincolnwood Public Library District's Digital Media Lab is a privilege reserved for Lincolnwood Public Library cardholders (residents). The Digital Media Lab is open during library hours and closes 30 minutes prior to library closing. As a Lincolnwood Public Library member, you may check out the lab for 2 hours per day. You must bring your library card and your photo ID to check out the lab (Driver's License, Passport, State/Military, or High School ID). We will hold this ID for the duration of your lab use.

Your signature below indicates you have read and agree to the following statements:

I am responsible for any charges that may result from loss or damage to the lab or any equipment incurred while the lab is checked out to me, up to \$15,000.00.

I will not hold the Lincolnwood Public Library District responsible for damage to any equipment or loss of data that may occur during digital conversions or other use of equipment.

I understand that the first time I use the lab I must allow 10 minutes for a brief orientation.

I understand that I must allow 5 minutes after I am finished with the lab, for library staff to inventory the room before returning my ID.

I agree to abide by the Lincolnwood Public Library District's General and Behavior Policies, and the Public Internet, Technology, & User Agreement.

I understand that content creation and conversion must conform to legal/copyright standards (U.S. Copyright Law - Title 17, U.S. Code). I am personally responsible for knowing the copyright status of any music, video, photography, or other graphic material included in my digital media projects.

I understand that the Digital Media Lab is reserved for digital media projects and is not available for general computer use – i.e. email, social media, web browsing, gaming etc.

I understand that food and drink are not permitted in the Digital Media Lab at any time.

I understand that I must save my work on an external memory device and that my work will not be saved to the Digital Media Lab computer after my reservation.

I understand that library staff are not experts and are available for limited assistance.

I understand that I must be in 9th grade or up to use the Digital Media Lab. Lincolnwood Public Library cardholders 8th grade and under may use the lab if accompanied by a parent or guardian at all times.

Name (please print)

Lincolnwood Library Card #

Signature

Date

Orientation Administered: