

BCLS MEMORY LAB POLICY

The Memory Lab will be available during the library's regular hours of operation and up to 15 minutes before the library's closing time.

Patrons may reserve the Memory Lab up to 30 days in advance either online or in-person. Walk-in usage of the Memory Lab is on a first come first serve basis provided the Memory Lab is available.

The BCLS Memory Lab is intended for personal and non-commercial use only. Use by for-profit entities is prohibited.

Reservations are limited to 4 hours. If at the end of the 4-hour period no one has reserved the Memory Lab, the session may be extended by checking with staff at the Reference desk.

The Memory Lab is a do-it-yourself station. Instructional materials for the equipment will be provided and library staff will be available to provide limited assistance. Users of the Memory Lab must remain present for the entire conversion process.

The library does not provide free digital storage. Patrons may bring their own USB flash drive to store the digital files created during conversion. The library sells USB flash drives and recordable DVDs.

Bay County Library System is not responsible for any damages to materials or errors in conversion, and are not liable for any copyright infringement. Each patron assumes all responsibility for observing copyright restrictions and other laws when using equipment in the library.