



Oshawa Public Libraries – Memory Lab User Agreement

Please read carefully. By signing this document, you agree to comply with the terms and conditions for using Memory Lab technology at Oshawa Public Libraries.

Eligibility and Use

- I have an Oshawa Public Libraries membership in good standing.
- I have read and understood the Library Use Guidelines (attached).
- I understand that Memory Lab computers and equipment are reserved for media conversion purposes only (e.g., digitizing photos, videos, or audio) and are **not** available for general computer use such as email, internet browsing, or social media.
- I will use the Memory Lab equipment safely and only for lawful purposes. I will not create or copy any material that is:
 - Prohibited by provincial or federal law;
 - Unsafe, harmful, or poses a threat to others;
 - In violation of another person's intellectual property rights.
- I will not have food or beverages near the Memory Lab equipment.
- I will leave all equipment and workspace clean and in the same condition as when I began using them.

Liability and Responsibility

- I accept full responsibility for the proper use, care, and safekeeping of all Memory Lab equipment.
- I understand that I am responsible for the cost of repair, replacement, or cleaning due to loss, theft, damage, negligence, or misuse.
- A minimum fee of \$50 will be charged for damaged equipment, up to the full replacement cost. Charges will be added to my library card, and my library privileges may be suspended until they are paid.

- I accept all risks associated with using the Memory Lab and understand that Oshawa Public Libraries is not responsible for any personal injury, property damage, or data loss resulting from the use of Memory Lab equipment.
- I agree to immediately notify library staff of any damage, malfunction, or injury occurring during use.

Acknowledgment

I have read, understand and agree to comply with the terms and conditions of this Memory Lab User Agreement. I will abide by the Library Use Guidelines and acknowledge that failure to comply may result in the loss of library privileges.

Name (Print)

Date

Signature

