

San Leandro DIY Memory Lab Policies and User Agreement

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San Leandro DIY Memory Lab

About the San Leandro DIY Memory Lab

The DIY Memory Lab is a free, do-it-yourself space for making high-quality digitized personal archive collections. Using professional-grade equipment, library users can digitize multiple formats, including slides, negatives, photographic prints, documents and VHS tapes.

The DIY Memory Lab at the San Leandro Main Library consists of two digitization stations:

- One station for scanning photographs, slides, and negatives as well as flat documents. The scanner is a large format Epson 12000 that with a scanning space of 12" x 17"
- One VHS transfer station for digitizing VHS, S-VHS, and VHS-C tapes

An additional mobile scanning station is available for use at outreach sites. Please contact us if your organization would like to schedule a community scanning day.

Partners and Support

The San Leandro DIY Memory Lab is made possible through a grant from the California State Library, and was supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian.

The Memory Lab Network has been instrumental in helping to build the Memory Lab digitization stations and in the development of training materials. Sections of this handbook were adapted from handbooks written by Los Angeles Public Library Memory Lab Team, the District of Columbia Public Library, and Napa County Library Memory Lab.

Memory Lab Contacts

- Visit the website: sanleandro.org/memorylab
- Email the Memory Lab team: memorylab@sanleandro.org
- Make a Memory Lab appointment: sanleandro.libcal.com/appointment/103016

Memory Lab Policies

- **Lab Use** – Memory Lab users must sign the Memory Lab User Agreement in order to have access to the lab and make an appointment prior to each use of the equipment.
- **Age Policy** – Appointment requests must be made and used by San Leandro Library cardholders, aged 14 and older. Youth ages 14-17 must have the User Agreement signed by a parent/guardian before using the lab or equipment.
- **Length of Lab Visit** – Users may reserve use of the Memory Lab for no more than one appointment weekly. Appointments are either 2 or 3 hours long.
- **Late Policy** – Reservations may be canceled for users who are more than 15 minutes late and the station will be made available to other users.
- Transfer of **Copyrighted Materials** using the Memory Lab is prohibited. By law, individuals cannot transfer copyrighted material unless: 1) user obtained permission from the copyright holder, or 2) the transfer is for fair use purposes.
- Transfer of **Obscene Materials**, or content that is otherwise inappropriate for the library environment, is prohibited.
- Use of the Memory Lab is subject to the Lab Policies listed here, the San Leandro Public Library **Rules of Conduct**, the Library Internet Use Policies, as well as any other applicable Library policies and procedures. Failure to abide by all applicable policies and procedures will result in suspension or loss of Memory Lab use privileges.
- **User Liability** – The individual who reserves the Memory Lab will be considered the main user and is financially responsible for any damages or misuse of equipment, even if a group is working on a project together.
- **Liability Limitation** – The Memory Lab and the San Leandro Public Library are not responsible for any losses, damages, obligations or liabilities directly or indirectly related to the use of its equipment and information resources.
- **Food and Beverages** – Food and drink are NOT allowed in the Memory Lab area. Food and drink can damage our media equipment as well as attract pests that can damage personal materials.
- **Saving Files** – Users are responsible for saving their work on a personal, external memory source. Please bring a USB or external hard drive for saving files, as the library does not provide these sources. All Memory Lab computers are reset, and all files deleted after each reboot.
- **Storage of Personal Items** – Hard drives or other personal items needed for saving or transferring files cannot be stored at the library. Materials brought to the Memory Lab for scanning must remain with the user at all times.
- **Staff Assistance** – The San Leandro Memory Lab is a Do-It-Yourself space. Basic information about the Lab resources can be provided by staff. Users must watch an orientation to the equipment before using the Memory Lab equipment and can reference training guides for each station while using the lab.

Appointment Policies and Procedures

To use the DIY Memory Lab

To use the Memory Lab, users must

- Watch or attend an orientation
- Make an appointment. Memory Lab appointments can be made at sanleandro.libcal.com
- Agree to sign the User Agreement when they arrive for their first appointment, before accessing the equipment. User Agreements are kept on file for 3 years. Patrons under age 18 will need parent/guardian signature.
- Provide storage for your digitized memories
- Optional: add your digitized photos/documents to the Library/Museum history collection (informed consent waiver required)

Before the appointment

Getting items ready for the Memory Lab

- Locate everything you want to digitize. This may include photo albums, file folders, carousels of slides, CDs of photographs, and more.
- Organize by clumps that make sense to you. For example: Years, Holidays, or Stages of Life.
- Curate. Do you need all the photos of the beach that you took on vacation? Or are there one or two key photos you want to preserve?
- Remember, making digital copies of your important items is important, but it is also time-consuming.
- Prioritize. Determine which items are most important to you. These may be things requested by friends or family, or simply the thing you love most.

Check the Condition

- You won't be able to scan documents or photos with mold, mildew or dirt, or transfer broken and damaged VHS tapes (see Inspecting Materials for the Memory Lab)

Plan Your Time

- Digitizing VHS takes at least as long as the running time of the VHS tape. For example, if your video is 90 minutes long, it will take at least 90 minutes to digitize the files, plus time to preparing the equipment and transfer the digitized files to your storage device.
- Scanning photos, slides, negatives and documents takes at least 2 minutes per photo, not including time to prepare the equipment and transfer the digitized photos onto your storage device.

Planning your visit

- Decide where you will store your digital files. This can be an external hard drive, 8GB (or higher) thumb drive, or to the Cloud.
- Decide how you will organize your files. Will you place all the images from 1980 into the same folder? All Halloween images together?

Important Facts about Scanning Materials

- Dots Per Inch (DPI) - DPI refers to the number of dots per inch used by a printer to print an image or document. DPI also refers to the number of dots (or pixels) per inch the scanner uses to scan the image.
- When scanning, you want to make sure that the DPI you use is high enough to get a great quality image. However, the larger the DPI you use, the larger the file will be and the longer it will take to scan. Instructions provided below include recommended DPI to for documents, photos, slides, and negatives.

File Formats

- We recommend saving your materials as a TIFF or a JPEG. These are formats that don't require special software to open.
- TIFF: Lossless, larger file size, used by the Library of Congress.
- JPEG: Lossy, smaller file size, generally good enough for personal archiving.

Sharing Digital Files with the San Leandro Public Library

The San Leandro History Museum and San Leandro Public Library work together to maintain the City's historical heritage through exhibits, collections, and community programming that reflects San Leandro's rich cultural diversity. Many cultures are vastly underrepresented in this preserved history, including African Americans, Asian Americans, Latinos, and Indigenous tribes.

If you have physical or digital photos, videos or personal documents related to living or working on San Leandro, please consider sharing those with the Library/Museum to help preserve local history and culture and ensure that our diverse population is clearly represented in our city's history and present.

If you would like to share an item, please ask a staff member/volunteer during your appointment, or email memorylab@sanleandro.org

Inspecting Materials for the Memory Lab

Materials brought to the Memory Lab should be one of the following formats:

- Photographic prints
- Documents (letters, newspaper clippings, etc.)
- Film (slides, negatives)
- VHS Tapes

All material brought into the Memory Lab needs to be inspected by staff before it can be placed in any of the equipment. Staff will look for several key issues, and depending on the issue, the material may be ineligible for digitization.

Photographs and Documents Mold on photographs and documents

Mold will likely be the largest issue. Any moldy material is ineligible for digitization in the Memory Lab, as the spores can spread and can transfer mold to other users' material. Mold can form on nearly any porous surface – letters, photographs, books, or posters. Evidence of water damage, however, is not an immediate disqualifier for use in the memory lab.

If past water damage is present, but the material exhibits no other signs of mold or mildew, the material can be digitized in the lab. If a user has one moldy item, all the items must be carefully inspected for mold as mold can spread.

The following are all signs of mold:

- the presence of fuzzy growth, in nearly any hue
- stringy, white filaments stretching across porous surfaces
- strange spots or stains
- evidence of past water damage Mildew will often accompany mold

The signs of mildew include:

- “Old book smell” – this odor is often caused by mildew, even if the mildew has been removed
- a thin haze, a patch of spots, or a powdery flaking layer, normally white, black, or grey on the surface of the book or paper

Items with these issues are ineligible for the Memory Lab. Damaged photographs and documents or other damaged material that goes on the flatbed scanner can be digitized as long as the extent of the damage is rips or wrinkles. Placing a ripped photo or negative on the scanner will not damage the scanner, but the user must be aware of the limitations of the lab. To have material treated, refer to:

<https://www.culturalheritage.org/membership/find-a-conservator>

SAN LEANDRO PUBLIC LIBRARY MEMORY LAB USER AGREEMENT

Date: _____

I, _____ (name), have read the Memory Lab Policies, and agree to follow all rules, policies, procedures, and restrictions relating to use of it, including but not limited to, the rules stated herein, the San Leandro Public Library Rules of Conduct, the Library Internet Use Policies, and all other applicable Library policies and procedures. I understand that these rules, policies, procedures, and restrictions may change at any time without notice and that I will make myself aware of all changes or modifications of said rules, policies, procedures, and restrictions.

I agree that by signing this agreement and/or engaging in Memory Lab activities, I shall defend, indemnify, and hold harmless the San Leandro Public Library and City of San Leandro, its officers, officials, employees, and volunteers from and against any and all claims, proceedings, damages, losses, suits including attorney fees and costs, actions, or liabilities for injury or death of any person, or for loss or damage to property, or any other loss in connection with the use of the Memory Lab, including the equipment, tools, and materials therein.

I also understand and agree that I am financially responsible for any and all damage done to Memory Lab equipment resulting in my misuse or failure to follow all rules, policies, procedures, and restrictions relating to use of it. I understand that I am responsible for and agree to pay the repair and replacement costs of the equipment resulting from such actions.

I understand that use of the Memory Lab equipment is voluntary. There may be instances where due to the condition of the materials and/or equipment malfunction, my materials may be further damaged. Every time a VHS tape is played, the tape degrades. To avoid any additional damage to VHS tapes, the Memory Lab inspects tapes before users are allowed to use the lab. If a tape is too dirty, it will not be allowed to be used in the Memory Lab. Should a playback deck suffer from a mechanical failure, a tape could get stuck in the deck and/or crinkled or stretched from the parts inside the deck.

I am aware that I may be exposed to personal injury, or damage to my property arising out of my use of the Memory Lab. Such risks may be as a result of my activities or the activities of others (volunteers, employees, or third parties). With knowledge of these risks, I agree to accept all risks of personal injury, or damage to my property. In consideration of the same, on behalf of myself, my personal representatives, heirs, next of kin, successors and assigns, forever waive, release, and discharge the San Leandro Public Library and City of San Leandro from any and all negligence and liability for my death, disability, personal injury, property damage, property theft or claims of any nature which may hereafter accrue to me, and my estate as a direct or indirect result of my use of the Memory Lab.

Full Name: _____

Signature: _____ Date: _____

Library Card Number: _____

E-Mail Address _____

Check box here if you want to be included in the Memory Lab e-mail list.

Parent or Legal Guardian Acknowledgment

If the Memory Lab user is under 18 years of age, a parent/guardian must also read and sign the agreement.

As the parent/guardian of the below-named user, I have read, understand, and agree that my child shall comply with the terms of the San Leandro Public Library Memory Lab User Agreement. By signing this Agreement, I give permission for my child to use Library technology and/or to access the equipment in the Memory Lab. I understand that, despite the Library's best efforts, it is impossible for the Library to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the San Leandro Public Library and City of San Leandro, its officers, officials, employees, and volunteers against all claims, proceedings, damages, losses, suits including attorney fees and costs, actions, or liabilities that may result from my child's use of the Library's equipment and technology or the failure of any equipment or technology protection measures used by the Library. Further, I accept full responsibility for supervision of my child's use of the Memory Lab.

Parent/Guardian Information (applicable only for minors)

Parent or Legal Guardian Full Name: _____

Parent/Guardian Library Card Number: _____

Parent/Guardian Phone Number (in case of emergency): _____

Staff Use Only:
Staff Initials: _____
Library Card Record Updated _____
Staff print user's verified legal name _____