

**ESTHERVILLE PUBLIC LIBRARY
DIGITAL CONVERSION LAB POLICY**

The EPL's Digital Conversion Lab's intended use is the preservation of local and family history through the ability to convert outdated formats to digital.

Copyright Issues:

- “The copyright law of the United States (Title 17, U.S. Code) governs the reproduction of copyrighted material. The person using this equipment is liable for any infringement.”
 - Please note that while staff members will provide limited instruction in the use of the equipment, they will not provide conversion services for patrons, nor will they police the items patrons choose to duplicate with the equipment. Those utilizing the equipment are responsible for ensuring that they are using it lawfully and are liable for any consequences of their actions.
 - If staff members are aware of any blatant copyright infringement (such as duplicating a copyrighted item for sale or distribution), the offending patron will be banned from use of the equipment.
- Fair Use: Library staff members are not legal experts and cannot interpret whether a patron's desired project meets the qualifications of fair use. Please review the U.S. Copyright Office's Publication #102, entitled "Fair Use": <http://copyright.gov/fls/fl102.html> and interpret it or seek legal advice yourself.

Procedures:

- Patrons must be 18 or over (or accompanied by an adult) in order to utilize the Digital Conversion Lab.
- Note that computers shut down 15 minutes prior to closing, and you must be prepared to save your progress before that happens. Staff will not be able to delay that process.
- Patrons must inquire at the front desk (or call ahead to reserve a time) if they wish to use the equipment.
- If others are waiting to use the equipment, a 3 hour per day limit will be imposed.
- Patrons may not use the computer stations within the Digital Conversion Lab for Internet access outside of emailing converted files to themselves (or another), or saving the files to a cloud-based service.
- Patrons must save their converted files to a flash drive, disc, or cloud-based service of their own provision. The library does not provide or sell these items.
- Please note that files may not be saved to the library's computers, as all changes are wiped clean between each user and your files will be lost.
- The library is not responsible for damage to originals or the viability of copies made with this equipment. Use at your own risk.
- Patrons cannot leave the station unattended while in use.

Adopted: April 7, 2015

Reviewed:

Revised: