



# Media Lab Use Agreement

The use of the Glen Ellyn Public Library's Digital Media Lab is a privilege reserved for Glen Ellyn Public Library cardholders and reciprocal borrowers. The Digital Media Lab is open during library hours and closes 15 minutes prior to the library closing. As a Glen Ellyn Public Library member or reciprocal borrower, you may check out the lab for 3.5 hours. You must bring your library card and your photo ID to check out the lab. We will hold your ID for the duration of time you are using the lab.

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

- I am responsible for the lab and all the equipment stored in it while it is checked out to me. I agree to remain inside the library while the Digital Media Lab is checked out to me. I am aware that my activity inside the Digital Media Lab is recorded.
- I am responsible for all additional equipment I check out for use in the lab, including all pieces listed on the equipment's label.
- I agree to save my projects on my own external storage device and will not hold the Glen Ellyn Public Library responsible for damage to any of my own equipment or for the loss of data that may occur during digital conversion or other use of the Media Lab equipment. The library assumes no responsibility for any projects saved on library equipment.
- I agree not to install software on the Digital Media Lab computer, or alter, delete or copy any software already loaded on the computer.
- I agree to abide by the Glen Ellyn Public Library Code of Conduct, and the Glen Ellyn Public Library Internet and Computer Use Policy while inside the lab.
- I am responsible for any charges that may result from loss or damage to any lab equipment incurred while the lab is checked out to me.
- I understand that I must allow 10 minutes after I am finished with the lab, for library staff to inventory the room before returning my ID.

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Name (please print)

Date

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Library Card Number

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Signature