



DIGITAL HISTORY STATION AGREEMENT / DEED OF GIFT Forest Parke Library & Archives

Welcome to the Forest Parke Library & Archives Digital History Station at the Capital Area District Libraries! Please review the guidelines on the reverse, and complete the Deed of Gift below (optional), to begin using the Digital History Station. Compliance with the guidelines is required for your use of the space, equipment, and materials provided within.

User Information

Name _____

Organization (Optional) _____

Address _____

Telephone _____ E-mail _____ CADL Library Card # _____

How did you hear about the Digital History Station? _____

How do you plan on using the Digital History Station? _____

If you agree to the policies and guidelines on the reverse of this form, sign and date below:

Signature _____ Date _____

Deed of Gift

I, _____, hereby convey to the Forest Parke Library & Archives, Capital Area District Libraries, the following reproductions or copies:

Images for Community Digitization Collection

In consideration of the Forest Parke Library & Archives, Capital Area District Libraries, making the above described items available for research, User hereby grants a non-exclusive, for the full term of copyright protection, royalty-free license to the Forest Parke Library & Archives, Capital Area District Libraries:

- To reproduce, publish, archive, preserve, conserve, communicate to the public by telecommunication or on the Internet, loan, distribute, and sell duplicates of any materials in the collection(s) described, worldwide, for commercial or non-commercial purposes, in microform, paper, electronic, and/or any other formats;
- To authorize, sub-license, sub-contract, or procure any of the acts mentioned in the point above.

Except as provided expressly in the agreement, this gift is unrestricted and unconditional.

Signature _____ Date _____

Received by CADL Staff _____ Date _____

DIGITAL HISTORY STATION GUIDELINES

Forest Parke Library & Archives

Before you begin a project in the Digital History Station, please read this information.

Appointments are scheduled in up to three consecutive hours per day, and one a week per patron.

Talk to the Forest Parke Library & Archives staff before you begin! Staff has experience converting and editing a wide range of media and will be able to help you understand what software and hardware would suit your materials best. We are not experts in everything we have, but we can help you. You can brush up on skills before your appointment using the CADL [Lynda.com](https://www.lynda.com) video tutorial subscription which is available from home using your library card.

Prepare for your visit in advance. Digital conversion projects can be very time-consuming. Often the work is “real time” with no high speed copying option available. Uploading large files to the web can also take time. Be prepared with an understanding of the quantity of material you want to convert or work on.

Come to your appointment ready to save and back up your files. While the Digital History Station is equipped with a large hard drive for use during conversion and other projects, the Forest Parke Library & Archives will not be responsible for storage of patron projects outside of the time arranged for your appointment. Capital Area District Libraries sells flash drives, but generally these will not be sufficient for a large number of digital images, or video or audio files.

Notify staff if there are any problems with your material or the equipment. If you have concerns about the condition of your originals, talk to staff before you begin. Sticking cassette or VHS tapes, residue on photographs, and conditions of older materials can pose problems for our equipment. During conversion, please allow staff to correct any problems as soon as they are noticed so we can ensure the longevity of the work station.

Maintain a clean work area. Be sure hands are clean and dry, and use the cloth or dusting tools provided to clean scanner/lens glass occasionally to prevent problems with your digital reproductions.

Supervise minors. It is required that anyone under age 12 is supervised by a parent or guardian in the Digital History Station at all times.

The library cannot be responsible for personal items damaged during conversion.

Library staff are available to get you started and provide advice on projects, but the majority of work must be done by the patron.

Your use of the Digital History Station must conform to the library’s Computer Use Policy (SER105A) and Internet Use Policy (SER105B).

Your signature on the reverse of this form is your agreement to conform with these guidelines.