

**NEW ULM PUBLIC LIBRARY
MEMORY LAB PARTICIPANT RELEASE FORM**

In consideration for participation in the New Ulm Public Library's Memory Lab, the undersigned participant hereby agrees to the following:

1. Participant releases the New Ulm Public Library, the City of New Ulm, Minnesota, and their agents, volunteers, employees, board members and representatives from any and all liability whatsoever arising out of the Participant's participation in the Memory Lab program. The undersigned acknowledges that the Memory Lab necessarily involves the use of mechanical and electronic devices and that the use of the same may alter, damage, destroy or otherwise negatively affect Participant's property, including participant's photos, videos, or other data. Participant specifically releases the New Ulm Public Library, the City of New Ulm, Minnesota, and their agents, volunteers, employees, board members and representatives from any liability for any damage to any of Participant's property.

2. By participating in the program, Participant certifies that Participant has the lawful right to submit the images, photos, videos, or other data used in the program, and specifically indemnifies and holds harmless the City of New Ulm, the New Ulm Public Library, its officers, agents, volunteers, employees, board members and representatives from any and all losses, claims, actions or causes of action which may be initiated or claimed by any other persons or third parties, or organizations that arise directly or indirectly from the actions or omissions of Participant while engaged in the activities contemplated by participation in the program provided by New Ulm Public Library.

3. Participant hereby releases, waives, and discharges the City, and agrees to defend, indemnify, release and hold harmless City of New Ulm, the New Ulm Public Library, its officers, agents, volunteers, employees, board members and representatives, from any and all claims or demands of any kind, including any claims or demands arising from passive or active negligent conduct, and from all liability, penalties, costs, losses, damages – including all consequential and incidental damages, expenses, claims, or judgments (including attorney's fees) resulting from injury, death or damage to any person or property of any kind, which arises out of or is in any way connected directly or indirectly to the use by the Participant of the Memory Lab.

4. Participant hereby acknowledges that Participant has carefully reviewed the foregoing provisions, fully understands the same, and voluntarily signs this document as a condition of participation in the New Ulm Public Library's Memory Lab.

5. Participant confirms that they have read and will follow the New Ulm Public Library Memory Lab Policy (see reverse).

Name:	
Street:	City, State, Zip:
Phone:	Email:
Signature	Date:
Parental Consent (under18):	

STAFF SIGNATURE/DATE:	
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Memory Lab Policy

The Memory Lab is a place. It is located on the first floor of the New Ulm Public Library with equipment for digitizing home media and scanning photographs, documents, and slides. It's a do-it-yourself (DIY) model, meaning the library provides step by step instructions and you control the process from start to finish. Taking steps to care for your items will help you locate, reference, and re-use what you create as you embark on your personal archiving journey, ensuring security of your materials and legacy as you preserve cultural records.

1. The Memory Lab can be booked in 1 hour increments up to 3 hours per day at no cost. Due to the nature of the Memory Lab's role as a self-serve workspace, there may be limited staff assistance during a registered appointment. Transfers happen in real time.
2. A 1 hour training session with library staff is required prior to booking the Memory Lab. To schedule a training, call the library at 507-359-8331 or visit the library's website www.newulmlibrary.org for the online reservation form and news of any upcoming classes. Training sessions are based on staff availability.
3. Before using the equipment during your booked appointment, you must read, sign, and agree to the terms of the Participant Release Form.
4. The Memory Lab is designed for use by people ages 13 and older. Parental consent is required. Children ages 6-12 must be accompanied by a parent or legal guardian at all times.
5. No food or drink is allowed in the Memory Lab area.

In order to save your newly digitized work, you will need to bring your own storage device, such as a flash drive, or portable hard drive, to save your work. The library does not provide or sell these storage devices on site, nor can the library store your files on its computers.

Currently, the library has equipment to transfer:

VHS

VHS-C

MiniDV

HDV 1080i

DVCAM

DV

Phonograph

Audio Cassette

3.5" Floppy Disk

Photos/Slides/Negatives/Documents

Approved August 13, 2024