

Digitization Lab User Guidelines

Mississippi Mills Public Library aims to inspire lifelong learning, provide equitable access to information, advance knowledge and strengthen our community. In keeping with this vision, the Library makes the Digitization Lab equipment available under the following conditions:

- Library membership is required.
- Step-by-step instructions are located at the Digitization Lab station. No special training is required.
- Additional support is available with the Technology Tutor, by appointment only.
- There is no fee for use of equipment. Blank DVDs are available to purchase for \$2.
- The computer will erase all files upon restart. Please remember to bring a USB drive or other means of storing digital images and/or audio files. To protect your privacy, we recommend restarting the computer when you're done at the station.
- Use of the equipment is limited to patrons 16 years of age and older. Youth under 16 must be directly supervised by an adult.
- The equipment can be booked up to 2 weeks in advance, and otherwise it is on a first-come-first-serve basis.
- Preference will be given to library programs.
- The Digitization Lab is located in a public area, and the user and their work will be visible to staff and members of the public.
- MMPL reserves the right to decline or discontinue any job, subject to library policies.