



Scranton Public Library Media Digitization Release Form

The Scranton Public Library (SPL) offers a service for patrons to have VHS tapes, 8mm reel film, slides, photographs, and other analog media converted to a digital format. This service is performed by a member of the library's Digital Services staff using equipment that is property of the Lackawanna County Library System (LCLS). Cost of the service is determined by the type and quantity of media submitted for digitization.

In consideration of this service, the patron agrees to the following terms and conditions:

- I. Patron acknowledges the risk associated with the Digital Services staff's use of tools, equipment, and devices to digitize their media and that use of such technology may result in permanent damage to the patron's personal property. Patron fully assumes all such risks and any others which may arise as a result of their media being used by LCLS equipment.
- II. Patron acknowledges that they are responsible for complying with copyright and intellectual property laws and regulations. Media submitted for conversion that is protected by copyright law or violates fair use provisions will be returned to the patron without being digitized.
- III. Patron releases SPL, LCLS, and all associated parties from all liability that may arise from participation in this service. Patron will not, under any circumstances, initiate any legal action regarding losses or damages related to their property, violations of intellectual property laws, and/or matters related to the media digitization service.
- IV. Patron acknowledges that they have read, understand, and agree to these stipulations by providing their signature below.

Date: _____ Patron Name: _____

Patron Signature: _____

Phone Number/Email Address: _____