



Memory Lab Policy

- **Age Policy** - The Memory Lab is designated for use by people ages 18 and older. Children ages 17 and under must be accompanied by a parent or legal guardian at all times.
- **Release Form** - A release form is required to use the Memory Lab
- **Food and Beverages** - Food and drink are not allowed while using the lab.
- **Assistance** – Staff will train patrons on memory lab use, but patrons are responsible to digitizing their own materials.
- **Saving Your Files** - Please save your project files on your own external drive or disc. The lab computer is reset after each use, and all saved files are deleted. Blank discs may be purchased at cost from the library.
- **Reserving the Lab** - The Memory Lab is available by appointment. Reservations may be made by phone at 217-935-5174 or email at library@vwarner.org. Only one session per user per day. Reservations can only be held for 30 minutes maximum; thereafter, the time-slot will be released.