



## Scanning Kit Policy

- I. In-library use of the kit by library patrons
  - II. Staff scans of materials on behalf of patrons
  - III. Lending of the scanning kit
  - IV. Use of the kit for library digitization projects
- 
- I. In-library use of the kit by library patrons
    - A. Library patrons and members of the community (ages 16+) may visit the library to use the scanning kit to digitize personal photographs, negatives, slides, and documents. An appointment is recommended to ensure that the kit is available and that there will be a trained staff member present to demonstrate how to use the machine, and to answer any questions. Patrons are responsible for bringing their own USB flash drive for saving the scans.
    - B. Patrons are responsible for ensuring that their scans do not violate copyright. Scans of obscene or pornographic materials are not allowed. Any scans left on the laptop at the end of the user session will be deleted by library staff.
  - II. Staff scans of materials on behalf of patrons
    - A. Patrons may request that staff scan and digitize materials on their behalf as time allows. The following limits apply to the number of items that can be submitted for digitization at one time: 50 documents, 50 photos, or 100 slides. The patron is responsible for coordinating with library staff to drop off both the original materials and a USB flash drive to save the digital scans. Library staff or a trained volunteer will complete the scans as time allows, with the project to be completed and returned to the patron within a period of one month. Patrons will be required to sign a release form before the process begins. (See addendum 1)
  - III. Lending of the scanning kit
    - A. The complete scanning kit, including accompanying laptop computer, may be borrowed by designated representatives of community organizations for a period of two weeks to carry out digitization projects. The designated representative will be required to sign a borrowing agreement before the scanning kit may be taken off library premises, and the organization or its representative may be held responsible for any damage to or misuse of the kit. (See addendum 2)

- IV. Use of the kit for library digitization projects
  - A. The scanning kit may be used by library staff to carry out digitization projects related to local history & genealogy. This may include scanning of materials already owned by the library, as well as materials donated by or borrowed from members of the community.
  - B. Library staff will be responsible for ensuring all scanning project are carried out with respect to copyright laws.
  - C. Scanning projects may be carried out by library staff or trained volunteers.
  - D. Donors/lenders will be asked to sign a release form, specifying that they give permission for their materials to be digitized, saved by the library, and shared with the wider community. (See addendum 3) Donors/lenders may also ask for digital copies of their materials, which the library will provide to them at no cost, on a USB flash drive.
  - E. Digitized materials will be saved in at least two places (external hard drive and cloud storage), and hard copies may also be printed as backups. Non-copyrighted materials may be shared in physical displays, on the library's website, on social media, and/or with external historical sites such as Recollection Wisconsin.

*Adopted by the New Glarus Public Library Board of Trustees May 17, 2023.*

**Addendum 1: Release form for scanning projects**

**Patron name:** \_\_\_\_\_

I request that staff or volunteers from the New Glarus Public Library digitize the following materials on my behalf:

---

---

---

---

---

---

- I understand that scanning is limited to personal materials such as photographs, documents, slides, and negatives. The library is unable to digitize magazines, books, videos, or copyrighted materials.
- I understand that digitized documents will be saved as PDF files, and digitized photographs, slides, and negatives will be saved as JPG files.
- I understand that all items will be scanned as is, and library staff are unable to make improvements or adjustments to the materials (i.e. black and white photographs cannot be colorized; items will not be cropped, enlarged, or edited in any way).
- I have provided library staff with an empty USB flash drive for saving the digitized items.
- I understand that the library will not keep backup copies of these files.
- I understand that this scanning project will be carried out by library staff or trained volunteers as time allows. Library staff will notify me when the project is complete.

**Patron Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone number or email address:** \_\_\_\_\_

**Signature of library representative:** \_\_\_\_\_

**Estimated date project will be finished:** \_\_\_\_\_

*Library staff please make one copy of completed form to send home with patron.*

**Addendum 2: Borrowing agreement for scanning kit**

**Organization name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone number & email:** \_\_\_\_\_

**Representative name:** \_\_\_\_\_

As a representative of the organization named above, I certify that I am authorized to borrow the New Glarus Public Library's digitization kit for a period of no longer than two weeks. I have read and agree to the following terms:

1. I understand that my organization may be held financially responsible for any damage or missing parts. The kit contains the following items:
  - One HP Envy 360 laptop with charger and wireless mouse (value of \$700)
  - One Epson Perfection V850 Pro Photo Scanner with charger and accessories (value of \$1200)
  - One Pelican transport case (value of \$400)
  - One folder of instructions
2. I understand that this kit requires wifi access. I promise not to download any new applications onto the kit's laptop computer.
3. I understand that all scans must be saved to a separate USB flash drive, and that any scans left on the computer will be deleted by library staff.
4. I understand that my organization is responsible for determining that materials scanned and/or shared do not violate copyright laws.
5. I understand that failure to comply with the above terms may result in my organization being barred from borrowing the kit again in the future.

**Borrower Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of library representative:** \_\_\_\_\_

The kit is due back to the library by \_\_\_\_\_ PM on \_\_\_\_\_

*Library staff please make one copy of completed form to send home with borrower.*

**Addendum 3: Agreement to allow the New Glarus Public Library to digitize materials for inclusion in the local history collection**

**Patron name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone number & email:** \_\_\_\_\_

I agree to allow the New Glarus Public Library to digitize the following personal items for inclusion in the library's genealogy & local history collection:

---

---

---

---

---

---

---

---

---

---

**Please read through the following items and indicate your answer to each question.**

1. I would like the library to provide me with a copy of all digital scans on a USB flash drive.  
Yes \_\_\_\_      No \_\_\_\_
  
2. I agree to allow the library to share relevant digitized items with genealogists & researchers.  
Yes \_\_\_\_      No \_\_\_\_
  
3. I agree to allow the library to share some or all of these digitized items on the library's website.

Yes \_\_\_\_ No \_\_\_\_

4. I agree to allow the library to share some or all of these digitized items on the library's social media accounts.

Yes \_\_\_\_ No \_\_\_\_

5. I agree to allow the library to share some or all of these digitized items with relevant third-party sites, such as the Wisconsin Historical Society or Recollection Wisconsin.

Yes \_\_\_\_ No \_\_\_\_

Donor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of library representative: \_\_\_\_\_

*Library staff please make one copy of completed form to send home with donor.*

*Adopted by the New Glarus Public Library Board of Trustees May 17, 2023.*