



## **Library Recording Studios**

Policy Number: LS 1114

Effective: August 2018

### Purpose

Library recording studios are intended to introduce customers to audio/video production and to provide a venue for those who may not have access to recording equipment, spaces, and software. This policy determines the manner in which these resources are to be used in the library.

### Policy

Customers must be library cardholders in good standing (no fines/fees) to reserve use of recording studios. Children under 14 years must be accompanied by a parent/guardian. Recording studio users must adhere to the library's Code of Conduct (LS502), Access to Electronic Resources Policy (LS306) and all other library and county policies. No food or drink is permitted in the recording studios. A studio orientation is required for first-time users. The library does not provide one-on-one production or recording assistance in the recording studio. User proficiency in using computers, software, and recording devices is required. Occupancy must not exceed maximum limits set for each recording studio. Failure to comply with this policy may result in loss of studio access privileges.

### Procedure

Customers may reserve up to eight hours of studio time per month, as available. Studio time is booked in two-hour or four-hour increments. Studio time may be extended if there are no customers waiting. Customers reserve studio time by contacting library staff at the branch where the studio is located. Studios may be reserved up to two months in advance or on a walk-in basis, if available. Customers who have reached their monthly eight-hour booking limit may continue to use studios on a walk-in basis in two-hour increments, if the studio is available. Customers must arrive within 15 minutes after a reservation's start time. After 15 minutes, the reservation will be cancelled. Reservation times will not be extended for late arrivals. Customers must bring their own large-capacity storage drives, SD cards, etc. to save their work. Files must be saved or exported before the end of the booking. All files saved to the library's computers will be erased after each session.