

Middle Country Public Library Multimedia Recording Studio Use Policy

The Middle Country Public Library's (MCPL) multimedia recording studio affords users the opportunity to create, collaborate, and experiment with new technologies. The multimedia recording studio is not intended to constitute a professional recording studio, but instead to provide the opportunity for creators to acquire and hone skills. Creators must comply with the policies and procedures set forth below:

Recording Studio Policy and Procedures

- MCPL's *Patron Behavior Policy* and the *Regulations for Use of Library Meeting Rooms* are to be adhere to at all times when using the studio
- As a part of the library's Innovation Space, the Media Studio is to be used for recording and editing purposes only. Any other non-designated use of the space including, but not limited to, meetings, conferences, or personal use is not permitted.
- A library card or photo identification must be presented to use the studio, either when a reservation is made or when arriving to use the studio.
- Creators younger than 14 years of age must be accompanied by a parent/guardian.
- The recording studio is available to creators who have completed the orientation in person or online.
- Appointments are required to utilize the studio. No walk-in or open-time use will be provided.
- Appointments may be scheduled for a maximum of three consecutive hours and a maximum 30 days in advance. Creators may request two reservations per calendar month. Availability of specific appointment times cannot be guaranteed and may change based on the needs of the library.
- The individual who booked the appointment must be present at all times during the recording session.
- Creators should request any library equipment needed when booking appointments. Any outside equipment must be approved prior to use in the studio.
- A maximum of four individuals are permitted in the studio at any time.
- No food or uncovered drinks are permitted in the studio.
- Any individual in the studio accepts full responsibility for the condition of the studio and equipment and agrees to pay the cost of any repair or replacement necessary due to their use of the space.
- Creators are responsible for providing their own digital media storage. The library will not store creator content on library equipment for use between sessions. The library is not responsible for any lost or compromised content.
- Equipment is not to be unplugged; a library staff member is to be contacted for assistance if an issue arises.
- All applicable intellectual property laws, including all copyright laws, must be observed. Recording studio users are responsible for obtaining their own protections for intellectual property developed.
- No obscene, violent, or inappropriate content may be recorded, edited, downloaded, or generated in any form. Violators will be banned from future use.
- The studio will close 30 minutes prior to the Library closing. Creators must leave the studio at that time. Creators should complete all work and save all created media prior to the recording studio's closing time.

Library staff members will not provide one-on-one assistance during recording studio appointments. Proficiency in using computers and recording devices is expected to achieve results in undertaking studio activities.

***Adopted March 21, 2023 by the Board of Trustees of the Middle Country Public Library.
Revised April 17, 2024***