

DIGITAL MEDIA LAB

- I. Use of Lab. The workspace area of the Digital Media Lab is reserved for patrons using Digital Media Lab software and equipment or who are working on digital media projects (e.g., videos, music, websites, photo editing, scanning). Patrons browsing the Internet and/or using Microsoft Office products must use the computers in the Reference Area.
- II. Age Limits. Unless the room is staffed by a library employee or volunteer, patrons under 12 years of age must be accompanied by an adult.
- III. Reservations. Patrons can make reservations to use the Digital Media Lab. Staff may from time to time change reservation rules and methods. Current reservation policies are listed on the library's website. Failure to check in within fifteen (15) minutes of your scheduled time will result in cancellation of the reservation.
- IV. Check-In/Check-Out. All patrons must check in and check out of the Digital Media Lab with a staff member.
- V. Hours of Availability.  
The Digital Media Lab is available for use during the following hours:  
  
9:30 a.m. through 8:30 p.m. Monday through Thursday  
9:30 a.m. through 5:30 p.m. Friday  
10:00 a.m. through 5:30 p.m. Saturday  
1:00 p.m. through 4:30 p.m. Sunday
- VI. Conduct. All general behavioral guidelines for the Library apply, specifically the Library Code of Conduct and Library Internet Access Policy.
- VII. Prohibited Activities.
  - A. Refreshments. Food and drink are not permitted in the Digital Media Lab at any time.
  - B. Headphones. Patrons using the Digital Media Lab for audio projects must use headphones. Headphone volume must be such that other patrons will not be disturbed.
  - C. Software or Upgrades. Digital Media Lab users may not install or download software or upgrades.

- D. 3D Printing. The Library's 3D printers may be used only for lawful purposes. Users will not be permitted to use the Library's 3D printers to create material that is:
1. Prohibited by local, state or federal law.
  2. Unsafe, harmful, dangerous, poses an immediate threat to the well-being of others, or is otherwise inappropriate for the Library environment. (Such use may also violate the terms of use of the manufacturer.)
  3. In violation of another's intellectual property rights. For example, the printers shall not be used to reproduce material that is subject to copyright, patent or trademark protection.
- VIII. Assistance. The Digital Media Lab is designed as a self-service environment. Library staff can assist with initial setup and orientation but ongoing use and project work are the responsibility of the patron.
- IX. Liability. The Library is not responsible for any valuables left unattended.
- X. Responsibility for Use. Saving work on Digital Media Lab computers is prohibited. Patrons must save their work on an external memory source. The Library is not responsible for any work that is unsaved, corrupted, or altered in the Digital Media Lab.
- Patrons must remain in the Digital Media Lab while working on their project unless approved by a staff member. The Library is not responsible for work left unattended. It is the responsibility of the patron to delete and/or remove any files (digital or print) from the equipment in the lab. The library is not responsible for equipment or files (digital or print) left behind by patrons.
- XI. Digital Media Lab Use Fees. The Library does not charge a fee for use of the Digital Media Lab; however, there are fees for printing. Please see Appendix 1 to Regulation 2 (Schedule of Fines & Fees).