Media Lab Policy

The purpose of the media lab is to provide library users with a space where they may use various digital media, creative, and associated technologies that support their educational, professional, and personal goals and endeavors.

Guidelines for Use

The media lab is open to all who sign in at the circulation desk. An adult must accompany users under the age of 14.

Use of the media lab tools and equipment is free to all users except for the library's regular fees for printing, copying, and laminating. The current fee schedule will be posted at the desk. Users are requested to bring their own supplies for special projects as the library has limited accommodation of craft supplies.

The library assumes no responsibility for projects that are defective, destroyed, do not function as expected, or are left behind by makers. The library also reserves the right to stop the creation of any items that are not consistent with library policies.

Behavior in the media lab must be consistent with the Library's Policy for Acceptable Behavior. Internet and equipment usage must be consistent with the Use of Computers policy.

Reservations, Appointments, and Drop-ins

Users can make a two-hour reservation to use the media lab as far as a month in advance by speaking with a library staff. Reservations will be held for 10 minutes after the scheduled reservation time, if user does not arrive by then, their reservation will be canceled, unless the library is notified of any delays prior to appointment start time.

Users may use the media lab without a reservation, on a first-come, first serve basis, when it is available. Users may extend their time if no one is waiting for the equipment at the end of their time slot.

Media Lab Computer

The computer in the media lab is reserved for users using media lab software or who are working on digital media projects (videos, music, photo editing, scanning, etc.) Users, who want to browse the internet, utilize Microsoft Office, watch videos, or play games are welcome to use the public computers. Please see the circulation desk with any questions about using public computers.

Media lab users may not install or download software or upgrades. Users seeking help or to suggest software downloads or upgrades, please see library staff.

Users using the media lab for audio projects must use headphones. Headphone volume should be such that other patrons will not be disturbed.

Saving Your Work

Users cannot save work on the media lab computer. Users must save their work on an external memory source (USB flash drives, portable hard drives, etc.). Media lab users with large files must save, export or transfer their projects prior to closing. Allow ample time to save, export, transfer files, or process your files. The media lab will close no later than 15 minutes prior to library closing times.

All files/work left on the workstations are public, therefore their integrity and existence is not guaranteed after media lab use. The library is not responsible for any work that is unsaved, corrupted, or altered in the media lab.

Groups

Users of the media lab may use the media lab in small groups that do not exceed 3 people. Those working in groups should be advised to keep their volume low out of respect for others. Those failing to will be asked to leave.

Damage and Financial Responsibility

The library reserves the right to charge users for damages to equipment or supplies belonging to the media lab.

Food & Drink

No food or drink is allowed in the Media Lab at any time.

Approved by the Board of Trustees April 20, 2023