



## Studio Use Policy

### PLEASE READ THE FOLLOWING COMPLETELY & CAREFULLY

Harborfields Public Library's **Studio31** recording studio affords users the opportunity to create, collaborate, and experiment with new technologies. Users must comply with the policies and procedures set forth below:

#### Recording Studio Policy and Procedures

- Reserve time by calling the Library or by filling out the reservation request form online. The Library will contact you to confirm your session.
- Reservations are accepted during open studio hours\*:
  - Mondays - Thursdays, 10:30 am - 8:30 pm
  - Fridays and Saturdays from 10:30 am - 4:30 pm
- The Library's [Maintenance of Public Order Policy](#) and the [Use of Meeting Rooms Policy](#) are to be adhered to at all times when using the studio.
- A Harborfields Library card in good standing must be presented upon 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.
- Appointments are required to utilize the studio.
- 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.
- Reservations are nullified if unclaimed within 10 minutes of the scheduled start time.
- The studio has all of the equipment listed in the Studio31 Inventory handout. Any outside equipment must be approved prior to use in the studio.
- A maximum of three individuals are permitted in the studio at any time.
- No food or uncovered drinks are permitted in the studio. Drinks are to be kept away from the recording equipment.



- 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.