



RECORDING STUDIO USAGE POLICY

Purpose

“Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.” - American Library Association’s Library Bill of Rights.

The South Burlington Public Library provides patrons access to audio and video recording/editing equipment and software. The recording studio and its equipment are available to all library cardholders in fourth grade or above with a valid South Burlington Public Library card and who have a recording studio agreement signed and on file. Juvenile agreements granting permission to use the recording studio must be signed by a parent or legal guardian who will be held liable for damages to any library property or equipment.

Room Reservation

The recording studio (The Studio) may be reserved using the Recording Studio Request form available on the SBPL’s website, (southburlingtonlibrary.org/recording-studio), no more than two (2) months prior but at least 48 hours in advance of the scheduled date. Priority given to staff use. Children 11 years and younger must have a parent or guardian make the reservation and must be accompanied in The Studio by a responsible adult. Submission of your request does not constitute a reservation and confirmation will normally be provided in 2-3 business days. There is a weekly 12-hour limit per patron. The Studio may not be used for any unlawful purpose. The South Burlington Public Library reserves the right for staff to enter The Studio at will.

The Studio may be reserved for up to four (4) consecutive hours at a time with no cost. Reserving The Studio for more than a 4 hour session will accrue a cost of \$50.00. If applicable, reservation fees will be paid in full within seven (7) days of confirmation. Reservations are only offered at specific blocks of times which can be seen in The Studio Request form. Patrons are required to clean up The Studio before departing. Setup, breakdown, saving of work, and clean up times are to be completed within the allotted reservation time. When the reservation is

completed, patrons will bring the key back to the second floor desk and sign out. Failure to check out by the end of the reservation time may limit future use of The Studio.

The SBPL reserves the right to cancel reservations when an unexpected need arises. In such cases, at least 72-hour notice will be given to the person who made the reservation. In the event that the SBPL is closed due to bad weather, The Studio will not be available. During times of extreme weather conditions, it is the responsibility of the patron that has reserved The Studio to call the SBPL or check the website and confirm hours.

Room Check-in/Check-out

Patrons will sign in at the second floor desk, before entering The Studio for their reservation. The patron who made the room reservation can complete the Sign-In/Sign Out form, or for a child, a responsible adult may sign and must be present during the entire length of the reservation. Reservation times will not be extended for late arrivals.

Failure to check out by the end of the reservation time may limit future use of the studio. Patrons are required to clean up the recording studio before departing. Setup, breakdown, saving of work, and clean-up times are to be completed within the allotted studio session time. When the reservation is completed, patrons are expected to bring the key back to the second floor desk and complete the Sign Out form.

Instruction

SBPL staff will not remain in the room to provide instruction. Patrons who desire basic instruction related to the use of The Studio and equipment are encouraged to explore the tutorials for the software and equipment linked to our recording studio webpage (southburlingtonlibrary.org/recording-studio). For more advanced instruction, patrons are encouraged to make an appointment with staff ahead of time.

Room Regulations

Patrons using The Studio shall be required to indemnify and hold harmless the library from any and all claims or actions attributable to the use of the library facilities. The SBPL assumes that patrons using The Studio will exercise care in the use of the facility and exhibit respect for SBPL's property and staff, as well as for normal activities occurring within the building. If damage occurs, or if there is evidence of misuse, abuse, or theft, charges will be assessed to the person who made the reservation. The SBPL may also assert legal remedies, and future use of The Studio may be denied when misuse occurs. Any use of and/or content made in The Studio must comply with all applicable local, state, and federal laws.

Patron materials and/or equipment may not be stored in The Studio between reservations. Patrons are responsible for personal belongings; the SBPL assumes no responsibility for items left in our facility. Nothing may be attached to walls, floors, or ceiling in The Studio. Candles, open flames, and other incendiary devices and glitter are prohibited. Food and drink are prohibited in The Studio due to the nature of the equipment.

The maximum occupancy of The Studio is 5 people. The Studio is sound-treated but is not sound-proof. If patrons using The Studio are too loud, they will be asked to lower the volume to a level that does not cause a disturbance to other library patrons.

Equipment Regulations

It is the responsibility of the patron to immediately discontinue use of any equipment and inform a member of the library staff of any of the following circumstances:

- A. Uncertainty about the use or behavior of SBPL equipment.
- B. Equipment cannot be returned to its original state.
- C. Suspicion that any piece of equipment is unsafe or in a state of disrepair.
- D. Any accident or incident occurs.
- E. Any unsafe behavior by users.

Any work saved on SBPL computers or other equipment will be deleted immediately following each reservation and cannot be recovered. Patrons using the recording studio must provide their own external storage devices.

Patrons may bring their own recording equipment and/or instruments to use in the recording studio, but SBPL is not responsible for any damages or loss to patron owned property. Connecting outside equipment directly to the studio computer or installation of any software without receiving prior approval is prohibited. If an instrument or equipment is determined to be too loud for use, patrons will be asked to discontinue use. Percussion instruments cannot be accommodated.

Loss of library privileges for violation of these policies may occur discretion of the SBPL Director.