



# 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 (SBPL) provides patrons access to audio and video recording/editing equipment and software. The recording studio and its equipment are available to all library patrons who have a recording studio agreement signed and on file. All users must read and sign a waiver to use the Studio. Youth (ages 12-15) must have a parent or legal guardian sign the user agreement and be responsible for any damage to 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](http://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. Submission of your request does not constitute a reservation, and confirmation will normally be provided in 2-3 business days. There is a limit of up to 4 hours per day in The Studio 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.

Children (under 12) must have a parent or guardian make the reservation and must be accompanied by that person during the length of the session. All patrons under the age of 16 must get a parent or guardian to approve their use of The Studio by signing the Recording Studio User Agreement. All users under 18 may be required to be supervised by a parent, guardian, or responsible adult while using The Studio if the Patron Code of Conduct cannot be followed independently.

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 \$25 per any part of an hour thereafter. If applicable, reservation fees will be paid in full within seven (7) days of confirmation. 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. Failure to check out by the end of the reservation time may limit future use of The Studio.

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 whose name is on the reservation will complete the Recording Studio User Agreement. For a patron under 16, a responsible adult must sign the User Agreement and may be required to be present with the user if asked by library staff. Reservation times will not be extended for late arrivals.

## **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](https://southburlingtonlibrary.org/recording-studio)). For more advanced instruction, patrons may request an appointment with an A/V professional approved by the Library, incurring a fee at a rate equal to their pay.

## **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.

Patrons should never save their work directly to the The Studio's computer. It may not be fully deleted and could be viewed by other patrons using the space. Patrons using The Studio must provide their own external storage devices or

save their projects to the cloud.

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 at the discretion of the SBPL Director.