

**Sandusky Library  
Digital Media Studio  
User Agreement/Guidelines**

Name \_\_\_\_\_ Date \_\_\_\_\_

Library Card # \_\_\_\_\_ Item Barcode# \_\_\_\_\_

Date/Time of Reservation \_\_\_\_\_

Staff Initials \_\_\_\_\_

***I understand that I am fully responsible for the following:***

- ***Any damage to room or equipment;***
- ***Lost, stolen, or items missing from room;***
- ***Conduct and behavior of any persons using the room with me.***

**Rules and Procedures of Use:**

1. Reservations are required.
2. Attending an iMac|GarageBand Class and/or iMac|iMovie-iPhoto class is required before reserving or using the Digital Media Studio.
3. Reservations require a valid CLEVNET Library card in good standing.
4. Separate reservations are needed for each type of use which are: Sound Recording Studio, Visual Recording Studio, and Editing Studio.
5. Users must be 18 years old or older to reserve the Studio. The person who reserves the Studio must remain in the room with any guests.
6. A photo ID must be shown at the time of use.
7. Reservations can be made for up to two (2) hours per day, two (2) reservations per use.
8. Reservations can be renewed for two (2) hours if the room is not reserved.
9. Reservations are held for 15 minutes.
10. Reservations end 60 minutes before Library closes.
11. Except by special arrangement with Library staff, the number of persons in the studio is limited to the following: two (2) in the Sound Recording Studio, two (2) in each Editing Studio, and six (6) in the Visual Recording Studio.
12. Users must provide their own external memory source (8MG or greater) to save all work. Allow enough time in your reservation for saving your files.
13. Users will be responsible for all items in the reserved Studio and will be charged for any damage or theft to the Studio and/or equipment.
14. Users must follow the Library's Code of Conduct. Failure to do so may result in loss of Digital Media Studio privileges.
15. No food or drink of any type is allowed in the Digital Media Studio.
16. Lights must remain on in the Studio while it is in use.
17. Cameras provided in the Digital Media Studio are for studio projects only by consent of participants. Taking photographs of persons at the Library outside the Digital Media Studio not permitted.

**I have read, understand, and agree to the rules and procedures stated above in the Digital Media Studio User Agreement/Guidelines.**

**I acknowledge that failure to pay any amount owed will be considered an outstanding debt to Sandusky Library and will be added as a fine to my Library card.**

Signature \_\_\_\_\_ Date \_\_\_\_\_