

Martin Public Library

Video and Recording Studio and Media Editing Room Policy

The Martin Public Library provides a Video and Recording Studio and Media Editing Room to support its mission to provide a broad range of informational, educational, and recreational resources to serve the diverse needs of the community. The purpose of the area is to provide open access to information and various new technologies to enhance professional, personal and educational goals for all ages.

Patrons wishing to use the Video and Recording Studio, or any equipment contained within it, must agree to the policies before they may use it.

Guidelines

- The Sound and Video Recording Studio is open during the normal library operating hours when there is available trained staff.
- All library policies procedures apply to the Recording Studio.
- The Studio must be reserved by contacting the Technology Coordinator via phone or email.
- No more than six people will be allowed in the Studio at one time.
- The door to the Studio will be locked when not in use.
- Users under age 18 must be accompanied by a parent or guardian at all times.
- Patrons with disabilities who need special arrangements or accommodations should notify staff in advance before their expected time of arrival.
- Patrons may operate the equipment in the Studio provided they have attended a mandatory training session or class conducted by the library staff.
- Only library computers or tablets may be connected to Studio equipment.
- Users will not modify the hardware or software, or install new programs onto the computers.
- No food or beverages are allowed in the Studio.
- When machines are out of order, staff will attempt to contact patrons with reservations.
- The Martin Public Library reserves the right to refuse any request, entry to, or remove from, the Studio any persons who are in violation the Martin Public Library code of conduct.
- The Martin Public Library staff reserves the right to halt, delete, or disallow the creation of items that violate Library policies.
- Staff must approve all patron-supplied materials before they are used on machines to reduce the risk of damage to machines or harm to patrons within the Studio.
- Patrons are financially responsible for any damage to equipment during use.

- Any library usage of materials or equipment for programming takes precedence over all other requests.
- The Martin Public Library is not liable for any damaged material, personal property, files, or media belonging to persons utilizing the Studio equipment or facilities.
- The Martin Public Library, the Library Board of Trustees and the City of Martin are not responsible for any injury or damage caused by the use of any of the equipment.

Fees

- There is no charge for the Studio and its accompanying technology and equipment.

Procedures

- When creating digital content with the library’s equipment, remember to bring you own storage devices (flash drives) or store your work via an online cloud service. The library’s computers do not store individual work or projects.
- Library equipment cannot be removed from the Studio.
- Patrons should report any piece of equipment that is unsafe or in a state of disrepair. The patron must immediately discontinue use of the equipment and notify staff.
- Patrons should report to a staff member of any accident or incident that occurs.
- Patron should report to a staff member of any unsafe behavior by anyone.
- Those using the equipment must comply with copyright and patent laws. The copyright law of the United States (Title 17, U. S. Code) and patent law (Title 35, U. S. Code) governs the making of copies or other reproductions of copyrighted material. The person using the Martin Public Library Makerspace equipment is liable for any infringement.
- Equipment in the Studio may be used only for lawful purposes. The public will not be permitted to use the equipment in the Makerspace to create material that is:
 - Prohibited by local, state or federal law.
 - Unsafe, harmful, dangerous, or poses an immediate threat to the wellbeing of others (such as guns, gun parts, or weapons of any kind). Such use may violate the terms of use of the manufacturer.
 - Obscene or otherwise inappropriate for the library environment.
 - In violation of another’s intellectual property rights. For example, the recording equipment will not be used to reproduce material that is subject to copyright, patent or trademark protection.

Violations of any policies may result in the user’s temporary loss of use. Short term loss will be at the discretion of the staff. An incident report will be filled out and reviewed by the library director to determine if a longer suspension is necessary.

Patron Signature _____

Date _____

Adopted 1-25-2023