



Clarington Public Library POLICY

Policy Type:	Public Service
Policy Title:	The Studio User Guidelines
Policy #:	PS 028
Authority:	CEO
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PURPOSE

To outline member guidelines for The Library's audio/visual creation space, The Studio, available for use at the Courtice branch.

DEFINED

The Studio is a dedicated space in the Courtice Branch equipped with:

- Two PC computers loaded with audio, video and image production software;
- One digital SLR Nikon camera with attached microphone;
- One microphone for use with computer;
- Two sets of headphones;

GUIDELINES

1. The Studio is open during regular library hours, but closes 15 minutes prior to the library branch closing.
2. The Studio is open to Clarington Public Library members 14 years of age and older. Those under 14 must be accompanied by a parent or guardian at all times.
3. Members' library cards must be in good standing to book the room.
4. The Studio is available on a first come, first served basis unless previously reserved.
5. Reservations can be made for a maximum length of two hours. Time may be extended permitted there are no other room bookings. Reservations will be held for ten minutes after the scheduled start time. Multiple reservations in a five day consecutive period will be at the discretion of library staff.
6. The primary member must leave their library card and a piece of photo identification with Library staff.
7. The member who reserves the computer and equipment will be considered the primary user and is responsible for any damage or misuse of the equipment, regardless of the number of people using the room. Replacement or repair of damaged equipment will be charged to the primary member responsible for booking the room.
8. All equipment must be used in The Studio.

9. Members must save their work on an external memory device. It is the member's responsibility to delete and/or remove any of their files (digital or print) from library equipment in the media lab. USB memory sticks are sold at the library service desk.
10. All Studio users must adhere to Clarington Public Library's [Internet Access Policy](#) and [Rules of Conduct](#).
11. No food or drink of any kind are permitted inside The Studio.
12. A maximum of four (4) people are allowed at any time.
13. Library staff reserve the right to revoke any user's Studio access and Library privileges if usage is not in compliance with these guidelines.
14. The Studio is an evolving resource; therefore, these guidelines are subject to change without notice.
15. By providing photo identification and booking the room, members agree to the guidelines outlined in this policy.