Digital Media Lab

POLICY:

    The Digital Media Lab provides Park Ridge Library card holders with access to equipment and software to create media presentations, transfer media, scan photos and other projects.

RULES:

1. The Digital Media Lab is open to Park Ridge Public Library card holders high school age and older. Younger users must be accompanied by an adult that will remain with them during the entire appointment.

2. A valid photo ID is required and will be held at the Reference Services Desk during the appointment.

3. First time users must read the Digital Media Lab Policy and sign a form stating that they will comply with these rules and agree that they will be financially responsible for any misuse or damage to equipment. Users younger than 18 must have a parent or legal guardian sign this form.

4. First time users are required to attend an orientation session prior to using the Media Lab. Users in need of the low vision reader or typewriter do not have attend orientation session. New users that need additional assistance beyond the basic orientation must schedule appointments for the Media Lab when a designated staff member is available to assist them. Staff will provide up to three training sessions based on availability.

5. Library staff at the Reference Services Desk will direct users to instructions and information on using the equipment and software in the Media Lab but cannot provide individual assistance.

6. Users may reserve the Lab for up to 3 hours per day, with extended time permitting provided there aren't other reservations in the queue. Appointments may be made in-person, by calling the Reference Services Department at (847) 720-3230, or email prkref@parkridgelibrary.org. Appointments will be held for ten minutes.

7. A maximum of 2 people are allowed in the Media Lab at one time.

8. The Park Ridge Library is not liable for any loss, damage, or expense sustained in the use of the equipment in the Media Lab. The library is not responsible for any personal materials damaged in the digitization process, or for equipment or files (digital or print) left behind.

9. Patrons are responsible for understanding and abiding by the copyright on any materials used in digital projects.

10. Users must save their work on an external memory source. External hard drives are available to checkout for those projects that are not completed in one appointment. They may be checked out for one week, they may not be reserved or renewed. If an

external hard drive is lost or damaged the user will be charged for the cost of replacement plus a $5.00 processing fee. Hard drives which are returned late will be assessed a $5.00 per day late fee.

11. Users may not leave the Media Lab unattended. Doing so will forfeit use of the room for that day.

12. No food or drinks of any kind are permitted in the Media Lab**.**

13. Due to a lack of soundproofing and space limitations, recording with musical instruments (other than those in Garage Band) is not permitted.

14. Users that do not comply with this policy or *Conduct in the Library* policy, will not be allowed to use the Media Lab.

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Approved February 17, 2015