

## Sound Recording Studio Policy

- I. **Purpose:** The Sound Recording Studio is a dedicated free space for the creation of digital media content including podcasting, filming, voice over, and editing. Users must have some experience or be comfortable enough to work without staff support. Users must have library cards (in good standing), teens must be accompanied by a parent or guardian, and reservations must be made as indicated below. Patrons must be willing to follow all terms of use, as well as policies and the library code of conduct.
- II. **Definitions:**
- III. **Process:**
  - a. Patrons will submit a request for reservation, using the Bookings form located on the library website.
  - b. Tech Staff will call after a reservation request is submitted to confirm the information and to confirm the appointment within 2-3 business days. This tech staff member will be the point of contact throughout the process, unless notified otherwise. If we are unable to make contact you, your appointment will be cancelled.
  - c. They will put the appointment information into the Libstaffer Reservation system so that all staff can see when reservations will occur.
  - d. When patrons arrive at the front desk, staff will verify the appointment and call the technology staff member. Tech Staff will validate patron's identity through State ID or Driver's License.
  - e. Tech Staff will have the room set up ready for use and will provide some training on how to use the recording studio. Staff will not be available to assist with the recording process. Please note that staff have limited knowledge of Audacity and are available to assist only with basic setup and getting started.
  - f. Our staff is happy to assist with questions related to our equipment and supported programs.
  - g. You may contact our tech staff via the library's main line, but please limit inquiries to our equipment and programs.
  - h. Staff will check on patrons at least once during the reservation to remind them to check out with them and to schedule enough time to save their work.
  - i. Patron will check out with Tech staff at the end of their appointment. If patrons come to the desk, please Walkie Tech staff for help or early check out.
  - j. While we deeply respect the needs of all our customers, we kindly ask that support animals not be brought into the studio. This policy helps us maintain a



safe and controlled environment for all users and protects our equipment. If you require accommodation, please contact us in advance so we can discuss alternative solutions.

#### IV. Policy

- a. Occupancy: Up to 5 people
- b. Age: Patrons 18 & under must be accompanied by a parent/guardian. A waiver may be signed by parent/guardian to allow 16 to 17-year-old patrons to be allowed without accompanying parent.
- c. Time: Reservations will be a maximum of 4 hours. No more than one session per day and 2 sessions per week (totaling 8 hours per week).
- d. Reservations for Bookings MUST be submitted at least one week in advance.
  - i. Reservations must be made online (Library Website)
  - ii. Staff will reach out within 2-3 business days to coordinate reservations.*(Tech staff have the right to refuse service and/or change requirements to fit specific needs)*

#### V. Terms & Conditions

The terms listed below apply to the Sound Recording Studio in the library.

- The Traphene Hickman Library Patron Code of Conduct applies to all library property.
- 4-hour session limit per day.
- Cancellation Policy: If you no longer plan to use the room during your reserved time, please advise the library as soon as possible. The library reserves the right to cancel or reschedule a reservation.
- Users should arrive on time for their booked sessions and leave the studio clean and organized.
- Maintain appropriate noise levels to respect other users and adjacent facilities.
- The door to the Recording Studio must remain closed during a session. The Recording Studio is sound-dampening but not sound-proof.
- Maximum Capacity: 2 people in the recording area, 3 people in the outside station
- (5 total)
- Reservation is not transferrable from one person to another.
- Food and Drink are permitted in the outside room; on the table, but not near any tech equipment.
- No use of the library name or logo is permitted. The Traphene Hickman Library may not be publicized in any way as to imply sponsorship of the activities.
- The person making the appointment, who has agreed to the policy, is financially responsible for any damage to Traphene Hickman Library property, buildings, furnishings, and/or equipment, and assume responsibility of all loss, damage or injury arising from the Sound Recording Room.

- Supervision of the studio by Library Tech Staff does not constitute knowledge, or acknowledgment, of the final use of any product created, nor of the lawful status of said products; Traphene Hickman Library specifically disclaims any knowledge thereof.
- No Digital Recording Studio equipment or furniture should be moved or unplugged without Tech staff approval.
- No Traphene Hickman Library equipment should be removed without library approval.
- Technology Policy and City Internet Policy apply to anyone using the Sound Recording Studio.
- Please make sure to bring a storage device to save your work. (Ex: USB or external hard drive.) After the appointment ends, the computer will be wiped of all files and reset to its previous settings.
- You are welcome to bring your own equipment into the studio. The library is not responsible for any damage or loss of personal equipment.
- Agreement
- Code of Conduct
- Technology and Internet Policy
- Waiver

VI. FAQ



## Rights & Responsibilities Waiver

### Acknowledgement & Permissions

Parent/Guardian Name \_\_\_\_\_

Minor Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Participant/Parent/ Guardian Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (text / call)

Email: \_\_\_\_\_

BY SIGNING BELOW, I HEREBY CERTIFY THAT I HAVE READ THIS AGREEMENT,  
UNDERSTAND IT, ACCEPT ALL ITS PROVISIONS, AND VOLUNTARILY AGREE TO BE  
BOUND BY IT.

Minor Signature: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Note: A signed waiver is only required for ages 16-17.

