



## Digital Media Studio Use Policy

### DESCRIPTION OF SERVICE

The function of the Digital Media Studio (DMS) is to provide professional digital media creation and editing tools and technical instruction to gain proficiency in their use.

### USE OF THE DIGITAL MEDIA STUDIO

Valid Illinois public library cardholders with accounts in good standing are eligible to reserve and use the DMS. Minors ages 17 and younger may use the DMS when accompanied by an adult who is responsible for the minor. The adult must remain in the DMS for the duration of the appointment or visit. Minors attending instructional workshops in groups of 3 or more will be allowed to use the DMS without a responsible adult present if each member of the group has a signed DMS parental consent form on file. Staff reserves the right to obtain additional photo identification from the cardholder prior to the use of the DMS. A maximum of four patrons may use the DMS at any one time.

While working within the DMS, at least one staff member will be present at all times to assist with operational questions and provide technical instructions. The DMS is closed to the public when a designated staff member is not available.

A training session with DMS staff is highly encouraged prior to using the DMS. Appointments will not be accepted for extensive artistic or graphic design consultation or general computing questions.

Reservation requests may be placed over the phone or in person with DMS staff. The library reserves the right to limit the number and length of sessions. The total number of appointments each patron will be allowed per month and the length of each appointment will be controlled in accordance with the Digital Media Rules and Procedures.

Except for an adult accompanying a minor using the DMS, only performers, artists and patrons with an appointment or being assisted by staff will be allowed in the DMS.

Exclusive access to the DMS is not guaranteed during appointments. DMS staff will attempt to schedule non-disruptive activities simultaneously.

Patrons are asked to cancel reservations at least 24 hours prior to the scheduled appointment. Patrons who have not arrived within fifteen minutes of the scheduled start time will be considered no-shows and the reservation will be forfeited. The usage of this time will then be determined by the DMS staff on hand. Patrons who arrive late for their scheduled appointments will not have extended sessions.

The DMS staff and the Joliet Public Library cannot guarantee that all patron ideas, projects, problems or technical issues will be resolved as might be desired by the patron.

### DESCRIPTION OF USE

The DMS is intended for small groups or individuals who seek to create and edit media projects involving, but not limited, to video, audio, music, photography, digitization and illustration. Computers are available for patrons working on digital media projects. General computing activities such as word processing, web browsing, email, social networking or gaming will be directed to the Internet Computer Center (ICC).

## **GENERAL DIGITAL MEDIA STUDIO GUIDELINES**

No food or drinks are permitted in the DMS at any time.

The Joliet Public Library Rules of Conduct Policy and the Joliet Public Library Computer Use Policy apply to activities in the DMS. Any patrons who violate this policy, the Rules of Conduct or the Computer Use Policy may lose DMS privileges and/or full library privileges. The DMS staff retains the right to monitor all activity conducted in the DMS for the purpose of ensuring compliance with the above policy.

Due to the creative and collaborative nature of the DMS, there is no guarantee of a silent atmosphere. All DMS visitors are asked to be respectful of each other and of the Library's conduct policy regarding noise. The door to the DMS must be closed while it is in use.

Your personal items are your responsibility to monitor. Other patron's personal items are to be respected.

Friends and family of patrons who are actively using the DMS will not be allowed inside the DMS during the scheduled session.

Patrons are required to provide their own digital media storage for any desired files. These can include blank CDs, DVDs, flash drives, portable hard drives, smart phones, etc. Patron files that are left on the DMS computers will be deleted without prior notification to the patron. The Library is not responsible for any equipment or files left behind in the DMS.

The DMS computers have unfiltered Internet access. Joliet Public Library Computer Use Policy applies.

The DMS closes 30 minutes prior to the Library closing. Printing is available for a fee in the DMS until 15 minutes before the DMS closes.

## **3D PRINTING**

All 3D printing will be performed by a Joliet Public Library staff member. Patrons may not operate the 3D printers. A fee will be charged for the production and materials to print 3D objects. The Library reserves the right to refuse to print any object at staff's discretion.

The Library's 3D printers may be used only for safe and lawful purposes. Patrons will not be permitted to use the Library's 3D printers to create materials that are

- a. Prohibited by local, state or federal law.
- b. Unsafe, harmful, dangerous or that pose an immediate threat to the well-being of others.
- c. Likely to fail or print incorrectly or likely to cause damage to the 3D printer.
- d. In violation of another's intellectual property rights. For example, the printers will not be used to produce objects which violate copyright, patent, or trademark protection.

## **DAMAGES AND LIABILITY**

The Library cardholder who uses equipment from the DMS will be considered the main user and will bear financial responsibility for the cost, repair, or replacement in the event of loss for any and all damage caused to the equipment or space beyond normal wear and will be responsible for any misuse of the equipment. Equipment usage privileges may be revoked due to careless handling of library owned equipment.

## **FAIR USE AND COPYRIGHT**

Fair Use: U.S. copyright law provisions for fair use of music, artwork and other creative works are extremely restrictive. Each person is personally responsible for knowing the copyright status of any music or graphic material included in digital media projects. Numerous resources exist for fair use media materials.

Illegal downloading, file sharing and duplication: Computers and the Library network may not be used to illegally upload, download, or copy copyrighted materials including software, music, videos and graphics. This includes the use of online services that facilitate the unlicensed sharing of media files. Duplication of commercial CDs or DVDs is not permitted.

Scanning, digitization and media conversion: Concerns about copyright infringement extend to the use of equipment to duplicate copyright-protected documents and graphic materials. Each patron assumes all responsibility for observing copyright restrictions when using scanners in the library.

#### **PROPER USE OF SHARED NETWORK ENVIRONMENT**

For security and privacy, all computer storage is regularly erased and cannot be recovered. Equipment that uses removable media storage cards or has hard drives for media storage will be erased upon return and cannot be recovered. The Library and its staff are not liable for any loss, damage or expense sustained by any user due to the utilization of services, equipment, software, advice or information.

Library staff shall develop Digital Media Studio rules and procedures to ensure the fair and reasonable use of the DMS.