



Digital Media Studio Use Policy

DESCRIPTION OF SERVICE

The Digital Media Studio (DMS) gives members of the community access to a safe, creative, professional studio area, the newest digital tools, and a professional, qualified staff eager to provide tailored instruction and assistance. By supplying powerful computer and digital/analog equipment for digital media creation and editing, the DMS ensures that patrons may better accomplish their artistic, musical, entrepreneurial, academic and creative goals. Full service production projects are accomplished between the patron and the DMS through a process of consultation, project scheduling and technical/artistic instruction for patron proficiency.

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 adult and youth computer labs.

Valid Joliet Public Library cardholders with accounts in good standing are eligible to reserve and use the DMS, including the hardware, software, spaces, printers and restoration equipment located in, or managed by, the DMS. Cardholders who have outstanding charges for lost or damaged equipment may be denied DMS privileges and other library privileges until the charges are reconciled.

Non-Joliet Public Library cardholders may drop in for the use of the quick editing stations, along with the poster printer. General use of the DMS spaces, equipment and other specialty printers is not permitted for Non-Joliet Public Library cardholders.

Staff reserves the right to obtain photo identification from the cardholder prior to the use of the DMS.

Youth ages 9-17 who are Joliet Public Library cardholders may use the DMS equipment independently, reserve DMS spaces and make appointments with DMS staff without a parent present.

Youth under the age of 9 may use the DMS when accompanied by a parent or guardian over the age of 13.

Adult patrons will be asked to sign a waiver governing their child's use of DMS equipment and production spaces at the time of new library account registration, or account renewal. Waivers will remain on file with the DMS.

Youth ages 9-17 who wish to publish personal audio, video, or photography projects where their likeness is captured must be accompanied by a parent or adult guardian, or have a signed parental consent waiver on file, unless their likeness is captured as a result of participating in library programs.

DMS staff reserves the right to require a parent or guardian is present at all times with a minor.

A maximum of four patrons may use an audio lab at any one time, in addition to two Library staff who may provide production assistance.

Dual monitor stations are intended for individual use; a maximum of two patrons may use each dual monitor station in the DMS with prior approval from Library staff.

A completed online DMS orientation is required prior to using select DMS equipment and spaces.

The library reserves the right to limit the number and length of sessions and the number of appointments per month for any user, or any group of users that is substantially the same users.

The library reserves the right to limit a patron's access to services, equipment and staffing based on the patron's adherence to library policy, and DMS procedures.

Campaigning, petitioning, proselytizing, taking surveys, distributing handouts, or soliciting for any cause are not permitted on Library property. The DMS staff and the Joliet Public Library cannot provide production support or promotional assistance that indicates an endorsement of religious organizations or political campaigns for public office. Consultation on projects and access to DMS resources for self-service will be permitted.

Only performers, artists and patrons with an appointment, or who are being assisted by staff, will be allowed in the DMS. Friends and family of patrons who are not actively using the DMS will not be allowed inside the DMS during the scheduled session, with the exception of parents or guardians of minors under the age of 18.

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 Acceptable Library Use policy regarding noise.

Cardholders must be able to complete jobs before lab closing time and are responsible for cleaning up after each equipment use.

Patrons are asked to cancel reservations at least 24 hours prior to the scheduled appointment. Patrons who have not arrived within fifteen minutes after the scheduled start time will be considered no-shows and the reservation will be forfeited. Patrons who arrive late for their scheduled appointments, or who are habitually unwilling to complete their work by the close of their appointment time, will not have extended sessions. DMS staff reserves the right to limit service to patrons who are habitually unable to make appointments on the date or time scheduled.

GENERAL DIGITAL MEDIA STUDIO GUIDELINES

Food and drinks are not permitted in the DMS

The Joliet Public Library Acceptable Library Use Policy and the Joliet Public Library Computer and Internet Use Policy apply to activities in the DMS. Any patrons who violate the Acceptable Library Use Policy or the

Computer and Internet Use Policy or other library policies will lose DMS privileges and/or full library privileges.

The Library retains the right to monitor all activity conducted on Library premises for the purpose of ensuring compliance with Library rules and regulations.

Exclusive access to the DMS is not guaranteed during appointments. Library personnel must have free access to the production spaces at all times.

Staff will not convert media or finalize projects in the absence of the content owner. Visitors must be present at all times while projects are digitizing and/or rendering. Rendering, saving and printing must be built into one's appointment time and completed at the end of one's appointment time.

3D PRINTING, SPECIALITY PRINTING AND MAKER EQUIPMENT

Staff are happy to assist with printing, or to provide prints, for patrons who pay in advance and for patrons who schedule an appointment to assist with the production of said items.

Staff does not create, modify, or correct designs for cardholders.

A fee will be charged for the production and the materials to print posters, t-shirts and 3D objects.

Printing is not available during all hours of DMS operation, and should be scheduled by appointment in advance.

All printing will be performed by a Joliet Public Library staff member. Patrons may not operate the printers.

Cardholders must participate in mandatory safety training in order to use specialty equipment, and may not use this equipment unsupervised until training has been completed. This training is in addition to the DMS orientation. The Library reserves the right to refuse access to specialty equipment at the discretion of library staff.

Only certain materials supplied by and purchased from Joliet Public Library can be used on the maker machinery, and must be paid for when the item is completed.

For 3D printing, patrons must deliver their completed, machine-ready files. However, due to the lengthy duration of 3D print jobs, staff will inform the patron when the job completes for later pickup.

The Library's 3D printers may be used only for safe and lawful purposes. The Library reserves the right to refuse to print any object at staff's discretion. 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, or parent of minor 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.

The Library and its staff are not liable for any loss, damage or expense sustained by any user or equipment owned by the user due to the utilization of services, equipment, software, advice or information.

The Library is not responsible for printing accuracy or errors, and cannot guarantee quality or stability or viability of any item.

FAIR USE AND COPYRIGHT

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.

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, or at the end of each user session, and cannot be recovered.

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.