



## **DIGITAL MEDIA STUDIO POLICY**

The Digital Media Studio (DMS) is intended for patrons who want to create and edit media projects including video, audio, music, photography, digitization, and illustration. Computers are available for patrons working on digital media projects. Patrons seeking general computing activities such as word processing, web browsing, sending emails, social networking, or gaming will be directed to the computers in Adult Services and Youth Services.

### **GENERAL GUIDELINES**

Joliet Public Library cardholders have access to all Digital Media Studio services. Every patron wishing to utilize technology in the DMS is required to sign a waiver.

Food and drink are not permitted in the DMS.

The Joliet Public Library's Rules of Conduct Policy and the Library's Computer & Internet Use Policy apply to activities in the DMS. Exclusive access to DMS space and equipment is not guaranteed. Personnel must have free access to the production areas and tools 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 or rendering. Rendering, saving, and printing must be built into scheduled time and completed at the end of one's appointment.

Joliet Public Library cardholders 9-years old and above are eligible to use the DMS without a parent or guardian. Staff members highly recommend that caregivers accompany all children under the age of 14 and reserve the right to request assistance from a caregiver.

Patrons from other libraries may drop-in for the use of editing stations and access to the poster printer. General use of the DMS spaces, equipment, and other specialty printers is not permitted for non-Joliet Public Library cardholders.

Patrons who have outstanding fees or other circulation issues may be denied DMS privileges until the problem is reconciled. The Library reserves the right to obtain photo identification from the cardholder prior to use of the DMS.

The DMS and the JPL 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.

Staff will not allow the design or production of illegal, obscene, explicit, or dangerous creations.

Only patrons working on a media project, who have an appointment, or who are being assisted by staff, are allowed to be in the DMS.

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 Rules of Conduct policy regarding respect for others.

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

## **APPOINTMENTS**

Appointments can be made by stopping-in, calling, or emailing. Patrons are asked to cancel reservations at least 24-hours in advance. Patrons who do not arrive within 15-minutes of their scheduled time will be considered no-shows and the reservation will be forfeited. Staff reserve the right to limit service to patrons who habitually cancel or miss appointments.

## **3D PRINTING, SPECIALTY PRINTING, AND MAKER EQUIPMENT**

A fee will be charged for the production and the materials to print and manufacture items. Patrons must pay in advance for 3D projects and at the time of creation for posters and t-shirts.

Patrons must schedule an appointment to assist with the production of posters, 3D printing, t-shirts making, and other manufacturing services.

3D printers may only be used for safe and lawful purposes. Staff reserve the right to refuse to print any object. 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, print incorrectly, or 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 patron, or the caregiver of a minor, who uses DMS equipment bears financial responsibility for the cost, repair, or replacement and for any and all damages caused to the equipment or space beyond normal wear, and will be responsible for any misuse of the equipment.

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 for their equipment.

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 created objects are extremely restrictive. Each individual is 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 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, and portable hard drives. 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.