Poplar Creek Public Library District
Studio 1405 Policy

General Use and Authority
Studio1405 provides dedicated equipment, software, and production spaces for creative use by Poplar Creek Public Library District (PCPLD) patrons. The Executive Director has discretion to determine the best use of Studio1405 and may limit or prohibit use by individuals whose activities interfere with library operations, violate Board-approved policies (including the Code of Conduct), or adversely affect public safety. The Library Board of Trustees may modify or amend this policy as necessary. Children under the age of 10 must be accompanied by a responsible caregiver.

Priority Use and Reservations
PCPLD cardholders in good standing have priority use of all Studio1405 spaces and equipment. Reciprocal borrowers and non-cardholders may request space or equipment if no prior reservation exists. Patrons who do not arrive within 10 minutes of the reservation start time will be considered no-shows, and the reservation may be cancelled. Patrons are asked to notify the library if reserved space or equipment is no longer needed.

Access and Fees
Certain equipment requires PCPLD or reciprocal cardholder status, and some restrictions apply to reciprocal borrowers. Non-resident reciprocal borrowers in good standing may rent the recording studio on a walk-in basis, if available, for $10 per hour (maximum two hours). Availability of equipment and services is governed by the current Studio1405 Hardware, Software, and Services list.

Patron Responsibility and Accountability
The cardholder who reserves space or equipment is considered the primary user and is fully responsible for proper use, damage, or misuse. Specific equipment may be charged to the cardholder's account for in-house use. Patrons must immediately report faulty equipment or room issues and must return all equipment and spaces in their original condition before exiting.

Training and Software Use
Certain equipment may require completion of Library-provided training or certification prior to use. Patrons may not download or install external plugins, software, or tools on Library hardware or software.

Studio Staff Support
Studio staff provide assistance with Studio1405 equipment and software only. Staff do not complete projects for patrons, provide general computer or mobile device assistance, offer Microsoft Office instruction, or troubleshoot general printing issues.

Use Restrictions
Studio1405 computers and equipment are intended for creative production. General computer use is limited and permitted only when stations are not reserved, with priority given to creative users. Recording Booth space may only be used for recording or musical production activities. All users must receive a brief orientation and sign a liability waiver before their first Recording Booth session. Patrons under 16 must be accompanied by an adult to use the Recording Booth. All content created or modified on Studio1405 computers must be saved or exported before the end of each session. Files may not be stored on Studio1405 computers beyond a session, as all hard drives are erased at session's end.

Damage, Fines, and Revocation
Equipment returned damaged or lost will be billed to the cardholder at full replacement cost. Privileges may be revoked for careless handling (including leaving equipment unattended), repeated tardiness in returning equipment, or damage to Library property.

Copyright and Prohibited Activities
Patrons are solely responsible for complying with U.S. copyright law and all applicable regulations. Library equipment and networks may only be used for lawful purposes. Prohibited activities include illegal downloading, unauthorized duplication of copyrighted materials, creation of illegal content, or production of weapons or weapon components.

Approved by the PCPLD Board of Trustees on April 19, 2018; Updated May 16, 2019; adopted November 21, 2019; Adopted March 2021; July 21, 2022, February 15, 2024; May 21, 2026.