

## **Poplar Creek Public Library District Studio1405 Policy**

The Poplar Creek Public Library District (PCPLD) Studio1405 offers dedicated equipment, computers, software, and production spaces for use by all patrons with priority to PCPLD cardholders. Certain equipment requires PCPLD cardholder or reciprocal cardholder status. Some restrictions apply to reciprocal cardholders. The Executive Director has discretion in determining best use of Studio1405 and is authorized to act accordingly, including limiting the use of Studio1405 by individuals whose activities interfere with Library operations, violate Board established policies, adversely affect public safety, or violate the Code of Conduct Policy. The Library Board of Trustees may modify, amend, or supplement this policy as it deems necessary and appropriate.

Priority usage of Studio1405 space and equipment will be given to PCPLD cardholders in good standing. Only PCPLD cardholders may make reservations for Studio space and equipment. Reciprocal borrowers and non-cardholders may request space and equipment in-person so long as there are no pre-existing reservations. The cardholder reserving the space and/or equipment will be considered the main user and will bear responsibility for any damage or misuse of the equipment. Specific items will be charged to their library card for in-house use. Faulty equipment or room concerns must be reported immediately. Patrons are responsible for returning and restoring all space and equipment in their original condition.

Non-resident reciprocal borrowers in good standing may walk in and rent the recording studio if it is available for a fee of \$25/hr (maximum 2 hours).

Individuals are asked to contact PCPLD if any room/piece of reserved equipment within Studio1405 is no longer needed. Patrons who have not arrived within 10 minutes of the reservation start time will be considered no-shows and the reservation will be removed.

Refer to the current Studio1405 Hardware, Software and Services list for information concerning which items are reserved for PCPLD cardholders and which are available for reciprocal borrowers or general public.

Fines will be charged for lost items. Equipment that is checked out for in-house use and returned damaged will be billed to the cardholder for the full replacement cost of the damaged item.

Privileges will be revoked due to careless handling of library owned equipment, repeated tardiness in returning library owned equipment, or damage. Please note that leaving Studio1405 checked-out property unattended is considered careless handling.

No external plugins or tools may be downloaded to the library software and/or hardware during normal use.

### **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. 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 products is not permitted.

Each patron assumes all responsibility for observing copyright restrictions.

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