

## Studio Policy

### I. Purpose

The Studio is a dedicated space for creation of digital media content including podcasting, filming, voiceover, and editing. Users must have some experience or be comfortable enough to work without staff support. Users must have a library card in good standing. Teens must be accompanied by a parent or guardian. Patrons of the Studio must comply with all terms of use, as well as all library policies and the Library Code of Conduct.

### II. Reservations

- a) The Studio must be reserved online via the Library's room booking software or with Library staff (in-person or over the phone). Walk-ins welcome, but all time must be booked in the system.
- b) The Studio is intended for audio and video recording and editing, and the Library will deny or cancel reservations for other uses of the space. The Studio is not intended as a study space.
- c) Library staff will have the room reset for each new patron, and will provide some basic training at the time of check-in. *Staff will not be available to assist with the recording process, and will only assist with basic set-up.*
- d) Patrons must come with their own storage device and save their work before the end of each session. Our computers are reset between sessions to protect our system and patrons' privacy.
- e) Users should plan to end their session and vacate the room by the end of their session time. To that end, we request that users use the last 15 minutes of their reservation to ensure work is saved successfully to a personal storage device, and any personal equipment is retrieved from the room.
- f) Patrons must check out with staff at the end of their session. The room key must be returned by the end of the reserved time.

### III. Requirements for Use

- a) Occupancy: Up to 4 people
- b) Age: Patrons must be at least 10 years of age to use the Studio. Patrons under 18 years of age must be accompanied by a parent or guardian. A waiver is available for patrons 16-17 years of age to use the Studio solo, with a parent or guardian's permission.
- c) Session Limits: Reservations will be a maximum of 3 hours. No more than one session per day and 3 sessions per week (totaling 9 hours.) Sessions may be extended based on availability and at the staff's discretion.
- d) Reservations: Sessions must be recorded in the Library's reservation system (including walk-in sessions.)

### IV. Terms & Conditions

- a) All patrons of the University City Public Library must comply with the Rules of Patron Behavior and the Appropriate Use of the Library policy, and any relevant Library policies.

- b) 3 hour time limit reserved per day. Patrons must respect staff decisions in granting additional time (only when available)
- c) Cancellations: Please contact the library as soon as possible if you're no longer able to keep your reservation. The Library reserves the right to cancel or reschedule a reservation.
- d) Max occupancy of the Studio is 4 people.
- e) Users should arrive on time for their reservation, and leave the Studio clean and organized.
- f) No food permitted in the Studio. Drinks allowed with a secure lid.
- g) Maintain appropriate noise levels to respect other Library users and events happening in the Library. The Studio is sound-dampened but not sound-proof.
- h) The door to the Studio must remain closed during the session. Glass must remain uncovered.
- i) Please be sure to bring a storage device to save your work (i.e. a USB flash drive.) The Library is not responsible for saving or storing files created during Studio use.
- j) The University City Public Library may not be publicized in any way implying sponsorship of user activities in the Studio. No use of the Library name or logo permitted.
- k) No equipment belonging to the Studio or Library may be moved, unplugged, or removed without express permission of the Library administration.
- l) The person making the appointment, who has agreed to this policy, is financially responsible for any damaged or missing UCPL property, furnishings, and/or equipment arising from their use of the Studio.
- m) Personal equipment may be brought and used in the Studio, if that use falls under appropriate use. The Library is not responsible for damage or loss of any personal equipment.
- n) Supervision of the Studio by University City Public Library staff does not constitute knowledge, or acknowledgment, of any final product or use thereof, nor the lawful status of said product. UCPL explicitly disclaims any knowledge of said product or use.