

Adopted 11/18/2013

## **Sound and Video Editing Room Policy**

### **CONDITIONS OF USE**

1. The Sound and Video Editing Room is open during normal Library hours, but closes 30 minutes prior to the Library closing.
2. The Sound and Video Editing Room is open to valid Green Hills Public Library District cardholders, businesses located within the District, a student(s) attending school within the District (under 18 years of age requires parental permission), a governmental agency (or unit of government) or a not for profit corporation (as defined by 805 ILCS 105/101.80) located within the District. Proof of location for businesses, not for profit corporations, and governmental agencies is required. All users must be of high school age and older.
3. Users must abide by the Green Hills Public Library District Computer and Internet Use Policy and all other applicable policies.
4. No food or drinks of any kind are permitted.
5. A maximum of 4 people are allowed at any given time.
6. Users can make 2-hour reservations (with extended time permitted if no one else is waiting) by speaking to a staff member in the Digital Lounge in-person or by phone. Reservations will be held for 10 minutes after they are scheduled to begin.
7. A valid Green Hills Public Library card and a photo ID will be kept with at the staff desk until the user returns.
8. The individual agrees to assume any and all liability for the cost, repair, or replacement in the event of loss due to theft, damage, negligence, or misuse, even if a group is working on a project together. Under no circumstances should the Sound and Video Editing Room be left unattended. Any equipment malfunctions must be immediately reported to Library staff. The Library will not assume responsibility for lost files due to viruses, hardware failure, or network interruptions and shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user arising out of the user's use of its Sound and Video Editing Room.
9. If the computer is not working, users should ask for help at the staff desk.
10. It is assumed that the individual using the Sound and Video Editing Room have a working knowledge of the software and equipment. If more help is needed, please fill out a tutorial request form.

11. The door should be kept closed at all times.
12. Priority will be given to users who are working on digital media projects (videos, music, websites, photo editing, etc.). Users who are using the computers for web browsing will be asked to use the other Internet stations in the Library.
13. Users must save their work on an external memory source.
14. Loans of digital equipment will be allowed for users who have a valid Green Hills Public Library District card and others who meet criteria under “Conditions”. Users must complete a separate agreement form and these items must be returned directly to the Information Desk by the due date. All checkouts and check-ins for this equipment will be handled at the Information Desk.