

DIGITAL MEDIA LAB POLICY

The purpose of the Digital Media Lab is to make tools available to the public to convert analog products to digital, produce quality graphics for home or business, make 3-D products as creative projects or prototypes, save family images, and generate a variety of creative endeavors for both the young and the old

- I. Use of Lab. The Digital Media Lab is open to valid Coronado Public Library (CPL) card holders. Patrons without a valid Library card must submit a government issued ID and sign a user agreement. Minors using the Digital Media Lab will need a parent or guardian signature on the user agreement.

The workspace area of the Digital Media Lab is reserved for patrons using Digital Media Lab software and equipment or who are working on digital media projects (videos, music, websites, photo editing, scanning). Patrons who want to browse the Internet or use Microsoft Office products should use the computers in the Computer Lab, Children's Library or Teen Library.

- II. Age Limits. Patrons under 12 years of age must be accompanied by an adult.
- III. Reservations. Patrons can make reservations to use a Digital Media Lab computer by speaking to a staff member. Reservations can be made for use in increments of thirty (30) minutes, with a maximum of four (4) hours per use. Extended time is permitted, if no one else is waiting. Reservations can be made up to two weeks prior to use. Failure to check in before fifteen (15) minutes after your scheduled reservation time will cancel your reservation.
- IV. Check-In/Check-Out. All patrons must check in and check out of the Digital Media Lab with a staff member.
- V. Hours of Availability.  
The Digital Media Lab is available for use during the following hours:  
10:00 a.m. through 8:30 p.m. Monday through Thursday  
10:00 a.m. through 5:30 p.m. Friday and Saturday  
1:00 p.m. through 4:30 p.m. Sunday
- VI. Conduct. All general behavioral guidelines for the Library apply, specifically the Library Code of Conduct and Library Internet Use Policy.

## VII. Prohibited Activities

- A. Refreshments. Food and drink are not permitted in the Digital Media Lab at any time, including bottled water.
  - B. Cell Phones. Cell phone conversations are not allowed. Cell phones must be set to silent.
  - C. Headphones. Patrons using the Digital Media Lab for audio projects must use headphones. Headphone volume must be such that other patrons will not be disturbed.
  - D. Software or Upgrades. Digital Media Lab users may not install or download software or upgrades
  - E. 3D Printing. The Library's 3D printer may be used only for lawful purposes. Users will not be permitted to use the Library's 3D printer to create material that is:
    - 1. Prohibited by local, state or federal law.
    - 2. Unsafe, harmful, dangerous, poses an immediate threat to the well-being of others, or is otherwise inappropriate for the Library environment. (Such use may also violate the terms of use of the manufacturer.)
    - 3. In violation of another's intellectual property rights. For example, the printers shall not be used to reproduce material that is subject to copyright, patent or trademark protection.
    - 4. The Library reserves the right to refuse any 3D print request.
- VIII. Assistance. Library staff will provide very limited assistance in equipment and software use or transporting of supplies, equipment or furniture to and from the lab.
- IX. Liability. The Library is not responsible for any valuables left unattended.
- X. Responsibility for Use. The Digital Media Lab user accepts financial responsibility for any and all damage caused to the building and/or equipment beyond normal wear.

Saving work on Media Lab computers is prohibited. Patrons must save their work on an external memory source. The Library is not responsible for any work that is unsaved, corrupted, or altered in the Digital Media Lab. Allow ample time to save, export, transfer large files, or process your files

Patrons must remain in the Digital Media Lab while working on project. The Library is not responsible for work left unattended. It is the responsibility of the patron to delete and/or remove any files (digital or print) from the equipment in the lab. The library is not responsible for equipment or files (digital or print) left behind by patrons.

- XI. Digital Media Lab Use Fees. The Library does not charge a fee for use of the Digital Media Lab; however, there are fees for printing. Please see Appendix 1 to Regulation 2 (Schedule of Fines & Fees). Acceptable forms of payment are cash and personal checks only.

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