

Media Station User Policy

The Media Stations are self-serve systems located on the 3rd floor of the Library. The Media Stations offer equipment and software for patrons to use applications that allow for media production such as video files, audio files, 3D modeling, scripting, application development.

- Only patrons working on digital media projects (video, audio, graphic, photo editing, scripting) will be allowed access to the Media Stations. Public computers are available for general computing tasks (social media, general web browsing, office suite, etc.).
- Due to the nature of the Media Stations a session time limit will not be established however patrons are asked to self regulate session times in the spirit of fair use. Library staff reserve the right to end the patron's session for any reason at any time if necessary.
- Patrons are bound to the requirements of the United States Code, Title 17. Copyright law prohibits duplicating commercial works.
- Patrons must have a valid Resident, Non-Resident, Educator, or Resident Teen Library card in good standing to use the Media Stations.
- Library staff will log users into the stations and are available to provide an overview of using the equipment and software and can direct users to training documents. Library staff is not available for extensive instruction or assistance.
- Software provided on the Media Stations is at the discretion of the Library. Third-party software will not be permitted to be installed.
- Patrons accept responsibility for their own data and understand that there is a reasonable risk involved in using the Media Stations, including but not limited to potential loss of data. The patron agrees to hold the Library harmless in the event of loss of data.
- Data storage is not provided on the Media Station computers. All data will be deleted and will not be recoverable when a computer session is ended. Patrons are encouraged to bring their own portable media storage such as a USB drive or external hard drive to store information.
- All equipment at the Media Stations must stay with the Media Station. It is the responsibility of the patron to delete and/or remove any files/data (digital or print) from

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the Media Station. The Library is not responsible for equipment or files (digital or print) left behind by patrons.

- Barring normal wear and tear, Media Station users agree to accept financial responsibility for damage and/or loss of items in part or total.
- No food or drink is allowed by the Media Stations at any time.
- Media Station users must adhere to all other Library directives and guidelines. Behavior at the Media Stations is to be consistent with the Library's Code of Conduct. Internet and equipment usage must be consistent with the Library Computer and Internet Policies.

Board Approved 2/12/2020