

Cobb County Public Library System
“Creative Studios” Policy
Approved: February 26, 2018

CS, Cobb County Public Library's digital media creation center, offers dedicated equipment, computers, software, production spaces and practice rooms. Use of CS is governed by the policy established by the Library Board of Trustees and any applicable rules or regulations adopted by the Library. The Library Director with support of the Board of Trustees has discretion in determining what use is "in the best interest of the Library" and is authorized to act accordingly, including limiting the use of CS by individuals whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances. The Library Director with support of the Board of Trustees may modify, amend or supplement this policy, as it deems necessary and appropriate.

LIMITS OF USE

CS computers and audiovisual equipment (for loan on site) are available to Cobb County Library cardholders in good standing on a first-come, first served basis.

CS is intended for groups or individuals who seek to create and edit media projects involving, but not limited to, video, audio, music, photography, digitization and illustration. CS computers are available only for patrons working on digital media projects.

Use of recording room and green room and non-circulating equipment require advance reservations. A person's own valid public library card is required to use and reserve CS spaces and equipment.

All use of the CS must be in compliance with the Library Conduct Policy, the Unattended Child Policy, and other applicable policies.

With the exception of the computers and practice rooms, cardholders age 14 and up in good standing who wish to use CS equipment and production spaces must attend a scheduled group orientation.

Children under age 14 must at all times be accompanied by an adult who has taken the group orientation.

GUIDELINES FOR CS COMPUTER ACCESS

Upon arrival, individuals requesting the use of CS computers must check in at the desk for a computer session. A person's own valid library card is required to use CS media computers. CS computer session lengths are issued in three hour increments. Additional time on computers is not guaranteed if a media project is rendering or is in the process of finalizing. As such, media

computers will be logged out if another patron is waiting. Computers and equipment may be reserved by CS staff for training purposes.

USE OF CS SPACES

Reservations are encouraged for the use of CS's production studios. Reservations may be made up to two months in advance of the current month and in session lengths of up to three hours. There is a maximum of nine hours per month and maximum of one Saturday per month per cardholder depending on room and equipment availability. Individual members of a group may not ask for use of the room as a new group to gain extra time when the group is substantially the same as the original group.

Reservations for practice rooms are only available the same day and are in three hour sessions. You can reserve a practice room by calling or visiting the Creative Space help desk the same day you wish to use the room.

A patron booking a CS production space must present his or her own library card in order to sign into the reserved room. This library card presented upon check-in must match the account which was initially used to book the room, or must be produced within ten minutes of the reservation start time to avoid a forfeited reservation.

Cobb County library card holders are also invited to contact or visit CS to request drop in use of dedicated equipment, computers, production spaces and practice rooms, where availability will be reviewed.

Rooms may not be left unattended while reserved and in use. If the responsible cardholder leaves a reserved space unattended without notifying CS staff (even if others are present in their group), the reservation will be immediately forfeited and future reservations may be denied.

Rooms will close at 30 minutes before the end of the reservation. Patrons will need to save all work and begin the room checkout procedures at that time.

Once a room has been vacated for more than ten minutes, the Library reserves the right to remove the user's belongings without assuming responsibility or liability thereof and to reassign the room to an available status.

Patrons must cancel reservations at least 24 hours prior to the scheduled use. Failure to provide 24 hours notice of a cancellation may be grounds for suspension of CS privileges.

Patrons who have not arrived within ten minutes of the scheduled start time will be considered no-shows and the reservation will be removed. Patrons who show up late will not have extended sessions.

USE OF CS EQUIPMENT

An extensive collection of digital media equipment is available for use by all library cardholders in good standing. Hardware must remain in CS, and can be checked out for use in the CS.

Items will be checked in after a thorough inspection for condition; patrons are required to be present during this evaluation.

Certain advanced equipment and software may require additional training and practical demonstration by the patron

Equipment intended is loaned for a period of 3 hours. In all cases, grace periods and renewals are not allowed on any equipment loaned by CS.

Availability of equipment is not guaranteed and reservations are encouraged. Availability is contingent on patrons returning equipment in a timely manner. Patrons are responsible for returning all equipment directly to CS staff on time and in good condition.

CS INSTRUCTION

Creative Studio staff are available during all hours of operation and will attempt to assist patrons to the best of their knowledge at the point of need. CS offers many classes that cover the computer software, production equipment, and project workflow techniques used in the lab. Comprehensive online training, eBook and book resources are available.

Advance scheduled training sessions are highly encouraged for assistance with CS supported software and equipment.

Appointments will not be accepted for extensive artistic or graphic design consultation or general computing questions.

CS GUIDELINES

Food and Drink: See current Library Food and Drink Policy

Noise: Due to the creative and collaborative nature of CS, there is no guarantee of a silent atmosphere. All CS visitors are asked to be respectful of each other and of the Library's conduct policy regarding noise. Studios are intended to be actively used with doors shut.

Conduct: The Library Conduct Policy applies to activities in the Studio. Any violations of this policy may result in loss of Studio privileges and/or full library privileges. Treat your group, our staff, and other artists kindly.

The Library is unable to provide one-on-one production or recording assistance.

Personal Belongings: Your personal items are your responsibility to monitor. Other people's personal items are to be respected.

Only CCPLS staff can add, remove, or modify any library-owned equipment including cables, keyboards, mice, speakers, instruments, etc. Users are not permitted to install or uninstall any new software.

Content Creation and Copyright: CS created content must conform to acceptable community and legal standards.

Collaboration: Media computers in CS are designed for collaboration. There is a maximum of two people at any single computer station. Studio staff will determine the maximum number of people allowed in audio and video production spaces. If you signed out the space, equipment or computer, you must be present at all times. Actions of each individual in your group will be viewed as actions performed by the whole group. If you aren't an active part of the creative process, please enjoy another area of the library. Loitering is not permitted in CS.

Free access: Library personnel must have free access to the CS production spaces at all times. The Library retains the right to monitor all activity conducted on Library premises for the purpose of ensuring compliance with Library rules and regulations.

Media Conversion: CS staff will not convert media or finalize projects in the absence of the content owner. CS visitors must be present at all times while projects are digitizing and/or rendering. Exceptions may be made at the Studio Services Manager's discretion.

Use of Personal Devices: CS visitors are encouraged to connect personal devices to CS equipment; however, support for such equipment may not necessarily be available. Library staff may disconnect personal devices which interfere with the operation of Library equipment or ability of other users to complete projects. Compatibility of personal devices with CS hardware and software is never guaranteed.

Content ownership: The Library reserves the right to erase user files left on Library owned hard drives without prior notice.

DAMAGES AND LIABILITY

The library cardholder who reserves the production spaces or practice rooms and their dedicated equipment will be considered the main user and will bear responsibility for any damage or misuse of the equipment. Faulty equipment or room concerns must be reported immediately. Cardholders are responsible for returning and restoring all rooms and equipment to their originally checked out condition.

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. Numerous resources exist for fair use media materials.

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.

Scanning, digitization and media conversion: Concerns about copyright infringement extend to the use of equipment to duplicate copyright-protected documents and graphic materials. Each patron assumes all responsibility for observing copyright restrictions when using scanners in the library.

PROPER USE OF SHARED NETWORK ENVIRONMENT

Anyone who uses the Library's computing and information resources must adhere to the Library's Computer Use Policy.

For security and privacy, all computer storage is regularly erased and cannot be recovered. Equipment that uses removable media storage cards or has hard drives for media storage will be erased upon return and cannot be recovered. Patrons are encouraged to use personal external storage such as flash drives and/or cloud-based options to back-up their projects.

The Library and its staff are not liable for any loss, damage or expense sustained by any user due to the utilization of services, equipment, software, advice, or information.