Northside Makerspace and Recording Studio Usage Procedure

Overview
Jefferson Madison Regional Library offers recording studio and makerspace equipment within selected branches, the goal of which is to encourage creation and innovation amongst individuals and groups. These collaborative makerspaces are filled with various digital media (e.g., high-end computers, 3D printers, audio recording equipment, etc.) that patrons may use to support their educational, professional, and personal goals in adherence with JMRL policy 5.7, Audio-Visual Equipment Use Policy.

Registration and Access to Recording Studio and Makerspace
- Reserve time for either room at the teen reference desk.
- All users of the recording studio must adhere to the Public Behavior in the Library Policy.
- Reservation requests must be made by JMRL card-holders age 12 and older in good standing. Card-holders under the age of 16 must have the Audio-Visual Equipment Use form signed by a legal guardian. Patrons ages 10 and 11 may accompany the card-holder over the age of 16 who made the reservation.
- The individual who books the room will be considered the main user and is responsible for any damages or misuse of equipment, even if a group is working on the project together. If the main user is under 16, their guardian is considered responsible for damages in their stead, as stated on the Audio-Visual Equipment Use form.
- We recommend that there be a maximum of three people using the recording studio at the same time. Under no circumstances may there be more than five people at one time.
- The recording studio can be reserved in one hour increments. The maximum session length is two hours, and each cardholder can make up to two reservations per calendar month. Reservations may be scheduled up to 3 months in advance.
- The makerspace can be reserved in 2 hour increments, and each cardholder can make up to two reservations per calendar month. Reservations may be scheduled up to 3 months in advance.
- Before using the makerspace/recording studio for the first time, patrons must complete a Library Equipment Use Form (5.7), and present their library card or verify identity on library account with a photo ID. Makers under 16 will need a parent or guardian present to sign the Library Equipment Use Form.
- Reservations are nullified if unclaimed within 15 minutes of the scheduled start time.
- Northside staff cannot provide one-on-one assistance in the recording studio or makerspace. Some proficiency in using computers and recording devices is expected to achieve results.
- Please make sure that you save or export your project with enough time before your session ends.
- You should bring your own large-capacity (16 GB or more) drive to save your work to, as all the files you create using the recording studio iMac will be erased after logging out of your session. Please note the following:

Last updated 3/2019
Many drives are formatted for the Windows operating system. You may need to reformat your drive for Mac OS X in order to use it to store and work on multimedia projects. **Warning:** Reformatting a hard drive will completely erase all files. To begin, ensure that all wanted files are backed up or stored someplace else, such as on a personal computer, in an email account, or on a cloud drive.

**Using the Equipment**
- No food or drinks are allowed in the makerspace or recording studio.
- JMRL is not responsible for any defects in or the quality of any of the equipment. If any of the equipment begins to act unsafe or incorrectly, immediately discontinue use and notify library staff. If you notice any damage to the equipment, please notify staff and ask for approval before use.
- Equipment borrowed must be returned in the same condition as issued, barring normal wear and tear. Patrons agree to pay for the loss of or damage to any items due to misuse.
- Patrons agree to keep their workspace neat and to return all equipment to its proper place when finished.
- Patrons must immediately notify staff of any accident or incident of policy violation that occurs in the makerspace or recording studio.
- Any personal effects, supplies, or equipment left unattended or stored in the space are not the responsibility of JMRL.
- Makers must respect the intellectual property of others and U.S. copyright laws.
- Makerspace end-products shall be unfettered as long as they do not include defaming or obscene materials as defined by the United States Supreme Court, or material which could lead to a breach of peace or which advocate the violation of state or federal criminal laws.

**Liability Limitation**
The Library is not responsible for any object created with the equipment or harm or injury incurred as a result of equipment usage.

While library staff will make every effort to oversee the use of the recording studio and makerspace, equipment use is not under direction or control of the Jefferson Madison Regional Library or staff.

All users agree to hold the library harmless from any and all claims, losses, damages, obligations or liabilities directly or indirectly related to the use of its makerspace and recording studio, caused thereby, or arising therefrom.

**Charging for Materials Used**
Currently, JMRL does not charge for use of makerspace equipment or supplies. A bill will be added to the patron’s library account for any damages incurred.

*Last updated 3/2019*