Guidelines for Media Studio Rooms

SOUND AND VIDEO ROOM (PODCAST STUDIO)

USAGE:

- The Media Studio Room and Arizona Room in the Main Library, offers dedicated equipment, computers, software, production space and editing room. It is a self-directed working space. Staff can provide some technical assistance, but patrons should have a working knowledge of the software and equipment provided.
- Yuma County Library District (YCLD) 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 the Media Studio Room by individuals whose activities violate the Rules of Conduct.
- The Media Studio Room has all the equipment needed to put out a demo or launch a podcast. It features a ThinkStation P348 Tower Workstation with Studio One 5 software. It also features a multi-source audio HD9 interface with two microphones, two sets of professional headphones, studio monitors, and an AKAI MPK mini MIDI keyboard for controlling virtual instruments.
- For vlogging and YouTube needs, the Media Studio Room has a Green Screen setup with 2 softboxes, and stands. Record your videos with a Sony ZV-E10 Mirrorless Camera with 16-50mm Lens or an iPad Pro on a SHAPE Aluminum Tablet Tripod Mount with Cold Shoe.
- The Arizona Room is equipped with a ThinkStation P348 Tower Workstation with the software Cakewalk, Audacity, Adobe Photoshop, Illustrator, Premiere Pro, and Audition.

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 arrive late will not have sessions extended. Media Studio and Editing Room spaces may be left unattended while reserved and in use, but the Media Studio will lock automatically. If the responsible cardholder leaves the reserved Media Studio Room unattended, they will need to notify YCLD staff to re-enter.

Once a room has been vacated for more than 30 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 save all work and begin checkout procedures 30 minutes before the end of a session. Staff will not provide time warnings.

Additional time in the Media Studio Room or Editing Room will not be provided because a media project is rendering, saving or is in the process of finalizing. As such, computers will be logged out if another patron is waiting.

Headphones are available for checkout for use only in the Media Studio and Editing Room. Items will be checked in after a thorough inspection for condition. Patrons are required to be present during this evaluation. Availability of equipment is not guaranteed

Guidelines for Media Studio Rooms

and reservations are encouraged. Availability is contingent on patrons returning equipment in a timely manner. Patrons are responsible for returning all equipment directly to YCLD staff on time and in good condition.

Due to the creative and collaborative nature of the Media Studio Room, there is no guarantee of a silent atmosphere. All Media Studio and Editing Room visitors are asked to be respectful of each other and of the Library's Code of Conduct regarding noise.

Users must shut doors to rooms or studios when in use. If sound can be heard outside the room or studio, users will be asked to lower the volume or vacate the room or studio.

Only YCLD staff can add, remove, or modify any library-owned equipment including but not limited to cables, keyboards, mice, speakers, instruments, software, racks, wiring etc. Users are not permitted to install or uninstall any software. Media Studio and Editing Room created content must conform to acceptable community and legal standards.

Library personnel must have free access to the Media Studio and Editing Room 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 policies and procedures.

YCLD staff will not convert media or finalize projects in the absence of the content owner. Media Studio and Editing Room patrons must be present at all times while projects are digitizing, saving and/or rendering.

For security and privacy, the Library reserves the right to erase user files left on Library-owned hard drives or flash drives without prior notice. Patrons must use personal external storage such as flash drives and/or cloud-based options to back-up projects.

Media Studio and Editing Room visitors may connect personal devices to equipment. However, support for such equipment may not 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 Media Studio and Editing Room hardware and software is never guaranteed.

Library staff is not responsible for patrons' personal belongings or work product.

 YCLD reserves the right to suspend privileges or remove any patron or group that violates Media Studio, Editing Room, or Library policies.

All Media Studio and Editing Room computers and equipment may be reserved by YCLD staff for training, programs, or maintenance.

Guidelines for Media Studio Rooms

GUIDELINES AND LIMITS:

Library's Rules of Conduct

- **Media Studio Room**

1. The Media Studio Room is intended for individuals who seek to create and edit media projects involving, but not limited to, video, audio, music, podcasting, photography, digitization and illustration. The Media Studio computers are available only for patrons working on digital media projects. All use of the Media Studio Room must comply with the Code of Conduct, Unattended Children, Computer & Internet Use, and all other Yuma County Library District policies. Some Media Studio Policies may be stricter than other published policies that govern use of other library spaces.
2. **An adult must be present with children 14 years of age and younger and have a valid library card.**
3. Media Studio users must be 18 years of age or older and have a current, valid YCLD card to use and reserve studio spaces and equipment. Children 15-17 must have a signed agreement for access to the media studio room. Staff is available for assistance with troubleshooting, program startup, and set up of equipment. Staff cannot assist with artistic consultations, graphic design, recording or editing, or other lengthy requests. The Library is unable to provide one-on-one production or recording assistance.
4. Food or drink is not permitted in the Media Studio or Editing Room. Vaping and smoking are not permitted.
5. The studio is free to use and is available on a first come, first serve basis. Reservations can be made by calling Yuma Main Branch at **928-782-1871**.
6. Users must abide by all local, state, and federal laws and fire codes. While on Library property, users must abide by the Library's Rules of Conduct.
7. No meeting room fees are charged for the use of the Media Studio or Editing Room.
8. There is a **3-person** maximum inside the Media Studio.
9. The studio is open during normal branch hours and can be reserved in 2-hour increments. The studio closes 30 minutes prior to closing.
10. The person that creates the reservation is responsible for the booth, accessories and all of the gear that is used. This person is also responsible for the behavior of their guests and artists.
11. All data will be erased from the computers between sessions. It is recommended that you bring your own storage media.
12. As a shared space, users should be mindful that the booth is not completely soundproof. YCLD reserves the right to terminate sessions that violates the Library's Code of Conduct.
13. YCLD is not responsible for nor retains any rights to content that is produced in the Media Studio Room.

Guidelines for Media Studio Rooms

ARIZONA EDITING ROOM

USAGE:

- The Editing Room (Arizona Room) is equipped with a ThinkStation P348 Tower Workstation with the software Cakewalk, Audacity, Adobe Photoshop, Illustrator, Premiere Pro, and Audition.
- Create, mix, and add sound effects to movies, social posts, and podcasts with professional options that include Adobe Premiere Pro and Audition.
- Professional editing software for your photos, graphics, music, and videos include Adobe Photoshop, Illustrator, Premiere Pro, and Audition.
- There is a **2-person** maximum inside the Arizona Editing Room.

GUIDELINES:

Editing Room

- **Library's Rules of Conduct**

1. The Editing Room is available to all users over the age of 18.
2. The Editing Room is free to use and is available on a first come, first serve basis. Reservations can be made by calling Yuma Main Branch at **928-782-1871**.
3. Users must abide by all local, state, and federal laws and fire codes. While on Library property, users must abide by the Library's Rules of Conduct.
4. No meeting room fees are charged for the use of the Editing Room.
5. Food or drink is not permitted in the Editing Room or around the equipment.
6. There is a **2-person** maximum inside the Editing Room.
7. The room is open during normal branch hours and can be reserved in 2-hour increments. The studio closes 30 minutes prior to closing.
8. If further time is needed, it can be extended as needed if there are no further reservations scheduled **(please see the staff at the AZ desk prior to the ending reservation time)**
9. The person that creates the reservation is responsible for the room, accessories and all of the gear that is used.
10. Staff are available to assist, but will not engineer your session.
11. All data will be erased from the computers between sessions. It is recommended that flash drives or cloud storage be used.
12. YCLD reserves the right to terminate sessions that violates the Library's Code of Conduct.
13. Yuma County Public Library is not responsible for nor retains any rights to content that is produced in the Editing Room.