

Digital Media Lab Policy

Adopted 04/25/2023

1. The Digital Media Lab, located at the Central Library, is a space for learning and exploration. The Digital Media Lab offers space, equipment, and software for patrons to record and edit audio and video. The Digital Media Lab is intended for programming and patron use to promote creativity, innovation, and technology education. The Library encourages users to learn new skill sets.
2. All visitors to the Digital Media Lab must adhere to the Library's Rules of Conduct.
3. The Digital Media Lab is available to all patrons in the community, provided that they have a Bullitt County Public Library card in good standing and a signed Digital Media Lab User Agreement and Waiver agreeing to all terms and conditions set forth therein on record.
4. Individuals or groups shall not use the Library's name, address, telephone number, or website as the address or headquarters of any business or imply Library sponsorship or endorsement on any product created in the Digital Media Lab.
5. The Digital Media Lab should be left in a neat and orderly condition. An individual or group assumes responsibility for any damage to the Digital Media Lab or its contents. Individuals or groups using the Digital Media Lab shall promptly pay for all repairs or damage done to any property or equipment in the Lab resulting directly or indirectly from the conduct of any member of their party.
6. The patron assumes all risk for loss of patron's property or damage to patron's materials. The Bullitt County Public Library makes no representations or warranties whatsoever regarding the abilities, quality, or efficacy of the Digital Media Lab. Patrons will hold harmless the Bullitt County Public Library and their employees from any and all liability for loss of property or damaged materials which may occur through use of the technology and tools.
7. Patrons must be sixteen (16) or older to reserve the Digital Media Lab. Anyone under the age of eighteen (18) must have a parent or responsible adult signed waiver on record and may use the Digital Lab provided they are fully supervised by adults connected with the group or receive prior approval from the Director.
8. The Digital Media Lab may only be used for lawful purposes. The public is forbidden from using the Digital Media Lab equipment to create material that is:
 - a. A violation of applicable federal, state, or local laws;
 - b. Unsafe, harmful, dangerous, or poses an immediate threat to the wellbeing of others;
 - c. Obscene, threatening, harassing, defaming, vulgar, pornographic, or otherwise inappropriate for the library environment. Creating content that contains hate speech is strictly prohibited. Users are expected to create content that is appropriate for the space and audience;

- d. In violation of another's intellectual property rights. Users are responsible for abiding by copyright law and licensing agreements. Users may not use the intellectual or artistic work of others without their permission. Each user is personally responsible for appropriate and legal use of library tools.
9. Bullitt County Public Library reserves the right to halt, delete, or disallow the creation of material that violates library policies.
10. The Digital Media Lab requires an approved reservation before use.
11. Users will not modify the Digital Media Lab's hardware or software, or install new programs onto the computers. Equipment is intended for use in the Lab, but exceptions may be made with approval from the Digital Media Lab Assistant.
12. There are no fees charged for use of the Digital Lab.
13. There is no food or drink allowed inside the Digital Media Lab.
14. The Director is authorized to deny permission to use the Digital Lab to any individual or group that is disorderly or violates this policy in any way. Bullitt County Public Library staff is authorized to enforce this policy.

Patrons may be asked to leave the Digital Media Lab or library property at large if they fail to comply with any of these rules.

Procedures:

1. The Digital Media Lab is open when the Digital Media Lab Assistant is available. The Digital Media Lab will be locked when not in use.
2. Reservations are required and will not exceed three (3) hours a day. The Digital Media Lab may be requested by filling out the online form, but a request is not complete until approved by the Digital Media Lab Assistant.
3. The Digital Media Lab is restricted to five (5) individuals. Anyone in the Digital Media Lab must be a participant. The Library reserves the right to amend that as needed, depending on the complexity of the content.
4. Reservations will be canceled for anyone that is fifteen (15) minutes late.
5. Users must check in with the Digital Media Lab Assistant, using their library card, each time they use the Digital Media Lab.
6. When hardware or software is out of order, staff will attempt to contact users with any reservations. This courtesy cannot be guaranteed.
7. Patrons will be provided with both a raw file and an edited file via e-mail, as well as receiving a USB with files during their time in the Digital Media Lab. All copyright is transferred to the patron.
8. All created work will automatically delete from library computers and cannot be recovered after thirty (30) days from creation.

Digital Media Lab User Agreement and Waiver

By signing this agreement, I indicate that I understand the terms of this Policy and Procedures and agree to abide by it when using the equipment.

User's Signature

Date

User's Name (Printed)

Email Address

Telephone Number

Parent or Responsible Adult's Signature (if under 18)

Parent or Responsible Adult's Signature

Date

The Library reserves the right to change this policy at any time.