

WhisperRoom Usage Guidelines

Clark County Public Library's WhisperRoom is a sound isolation booth intended for use as an audio recording and editing studio. The following hardware and software are available for use in the booth:

- iMac 24"
- Blue Yeti Microphone
- Sennheiser HD-206 Headphones
- GarageBand
- Audacity
- iMovie
- OBS (Open Broadcaster Studio)

Staff may provide basic assistance but will not be able to train patrons in the use of the provided equipment and software during a regular session. Links to online resources and tutorials are located on the iMac desktop. A troubleshooting and cheat sheet binder is also available for use in the booth. Patrons are encouraged to utilize these resources or schedule a one-on-one training session.

Patrons may sign out use of the WhisperRoom for a two-hour session by visiting the Reference desk. Sign outs are on a first-come first-served basis. If the two-hour session ends and no one else is waiting, patrons may sign out another two hours for a limit of four hours per day.

To sign up for a session, patrons aged 18+ are required to provide:

- a CCPL library account in good standing and
- photo ID matching the library account.

Patrons aged 14-17 must:

- have an OPLIN enabled CCPL library account in good standing and
 - provide photo ID¹ matching the library account
- OR**
- be accompanied for the entire session by a parent/legal guardian with a CCPL library account in good standing and photo ID matching the library account.

Patrons aged 13 and under:

- must be accompanied for the entire session by a parent/legal guardian with a CCPL library account in good standing and photo ID matching the library account.

Children aged five and under are not allowed in the WhisperRoom.

The patron's photo ID will be held at the Reference desk until the session ends and Reference staff have checked the booth. The individual signing out the booth will be held responsible for any damage to the booth or equipment. No more than two people may be in the WhisperRoom at one time. No food or drink is allowed in the booth except a capped water bottle. Patrons should provide their own data storage (flash drive, cloud storage, etc.) as all files are permanently deleted from the computer at the end of the session. Keep in mind that flash/hard drives will need to be formatted in MS-DOS (FAT) to work on both Windows and Mac. The Library assumes no liability for any loss or damage to users' data,

¹ Patrons under 18 who do not have a driver's license or other state issued ID may provide a current year school ID.

storage device, or personal computer, nor for any personal damage or injury whatsoever that may occur from use of the Library's computers and network. The Library cannot guarantee successful Internet connections. The Library's computers may not be used for unauthorized or illegal purposes. Misuse will result in the loss of a user's computer privileges. Unacceptable uses include but are not limited to accessing text or graphics that may be reasonably construed as sexually explicit, destruction of or damage to equipment, software, or data belonging to the Library, and unauthorized copying of copyright-protected materials. The Library has the right to monitor use for compliance with this policy. Library staff will determine what constitutes a violation of this policy. Violation will result in immediate termination of the session and/or ban from future use of the space.