

RECORDING BOOTH GUIDELINES

Clark County Public Library's Recording Booth at Main is a sound isolation booth intended primarily for use as an audio recording and editing studio. It may be booked ahead of time with a library card and are available for use on a first-come, first-served basis. You may reserve a space online or at the Reference Desk at Main.

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 equipment provided 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.

How do you schedule the room?

The Recording Booth may be booked ahead of time, up to 3 days in advance, with a library card and is available for use on a first-come, first-served basis. You may reserve the space at the Reference Desk at Main or online. The Recording Booth may be reserved in 30-minute increments for up to 3 hours a day.

Patrons must check in and check out at the Reference Desk.

To use the Recording Booth:

patrons aged 18+ are required to provide:

- a valid adult CCPL library account and be aged 18 & older.
- a photo ID (Driver's License, State ID, Military ID, or passport) matching the library account.

Patrons aged 14-17 must:

- have a valid OPLIN enabled CCPL library account.
 - a photo ID¹ (Driver's License, State ID, Military ID, or passport) matching the library account.
- OR**
- be accompanied for the entire session by a parent/legal guardian with a valid adult CCPL library account and be aged 18 & older and above photo ID matching the library account.

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

Patrons aged 13 and under:

- must be accompanied by a parent/legal guardian with a valid adult CCPL library account and be aged 18 & older and above photo ID matching the library account.

Children aged five and under are not allowed in the Recording Booth.

The patron will be given a key to the Recording Booth and the library will hold the photo ID at the Reference Desk until the booking ends. The patron will return the key, library staff will check the booth, and the photo ID will be returned to the patron. The individual signing out the booth will be held responsible for any damage to the booth or equipment.

Rooms remain locked during use. The door remains locked from the outside. The door remains unlocked from the inside so patrons can leave the room.

The Recording Booth has a maximum capacity of 2 people.

All library policies will be in effect in the Recording Booth, including the Code of Conduct, except for food or drink. No food or drink is allowed in the booth except a **capped water bottle**.

When may you use the Recording Booth?

The Recording Booth is available during the library's regular hours of operation. The Recording Booth may be used during times when they are not in use for library-sponsored programs and activities. Individuals/groups may use the Recording Booth on a first-come, first-served basis. The Recording Booth may be used by the same group or individual for up to 3 hours per day (and booking time may be extended, if there aren't others booked to use the space). All patrons must vacate the Recording Booth 15 minutes before the library closes.

Recording Booth disputes will be handled by library security. If you are scheduled to use the Recording Booth and the person currently occupying it has stayed over their reserved time, let library security know or ask a staff member to call security. Please do not confront the person yourself.

Additional Rules:

The Recording Booth is intended for use by a maximum of 2 people. Users are not to exceed each room's posted seating capacity. Furniture may not be brought into or removed from the Recording Booth.

The library will not provide storage for patrons using the Recording Booth. Patrons may not leave their possessions in the Recording Booth during their reservation time to get lunch, run an errand, etc. Patrons may leave the Recording Booth to find library materials or seek assistance from library staff. However, the library does not assume responsibility for the security of personal possessions.

Users may not tape or tack materials to the Recording Booth walls or windows. Windows in the room may not be covered at any time.

Patrons who use the Recording Booth are expected to leave the rooms in their original order, free of trash.

Only capped water bottles are allowed in the Recording Booth.

Use of the library's Recording Booth does not constitute the Clark County Public Library's endorsement of viewpoints expressed by the room's occupants. Advertisements or announcements implying such endorsement are not permitted.

Patrons may not use another patron's library card to book time in the room over the 3-hour limit for a day.

Library security staff has discretionary authority to remove users from the Recording Booth should behavior be inconsistent with the room's purpose and/or is disruptive to others.

Failure to abide by the policies and rules established for the Recording Booth will result in suspension or termination of an individual's Recording Booth privileges.

This policy may be changed at any time.

Technical note:

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, 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.

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