



# The Studio Digital Media Lab Use Agreement

The Studio is a supportive, accessible space for patrons to enjoy and improve their creative and technology skills. Behavior in The Studio is to be consistent with the Library's Patron Behavior Policy. Users of The Studio accept financial responsibility for any and all damage caused to the equipment or space beyond normal wear.

Use of The Studio's workshop is open to all Library patrons. Use of the Digital Media Lab room (DML) inside the Studio is available to PrairieCat member library cardholders while staff are present. If a group is using the DML, at least one member of the group must have a PrairieCat member library card, have attended the orientation, and signed the Digital Media Lab User agreement. This person is responsible for being in the DML at all times with other members of the group.

The Studio is not available for general computing activities such as word processing, web browsing or email. Studio equipment is available only for those who need to use the special software and hardware found only in The Studio.

Users must save their work on an external memory source. The Library is not responsible for equipment, materials, or files left behind, including items stored in The Studio's public-use lockers. Items stored in the lockers may be accessed by Library staff at any time for any reason. Items deemed abandoned or dangerous may be removed and discarded at the Library's discretion.

As per the Library's food and drink policy, responsible consumption of covered beverages in The Studio's workshop is permitted. For the protection of our equipment, food and drink are prohibited in the Digital Media Lab.

**Policy for Tech2Go Equipment:** The Tech2Go collection is available to New Lenox Library card holders. Tech2Go Basic items may be checked out by all New Lenox Library card holders. Tech2Go DML items require an adult card, the completion of the Digital Media Lab orientation, and a signed Digital Media Lab User Agreement. Tech2Go items must be returned to The Studio or the Patron Services desk. Tech2Go items left in the book drop will be assessed a fine if undamaged, or the full replacement fee if damaged.

**Name (please print)** \_\_\_\_\_

**Parent's Name (if under 16)** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Library Card Number** \_\_\_\_\_

I understand that I must go through online orientation or attend an orientation session at the library in order to use the Digital Media Lab at the New Lenox Public Library District. I also understand that I am responsible for any and all damage caused to the equipment or space beyond normal wear. I agree to adhere to the Digital Media Lab and Patron Behavior Policy and agree to not bring in any food or beverages to the lab.

**Patron Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

For parents of minors under 16: I hereby allow my son or daughter to use the Digital Media Lab without my presence and accept responsibility for any and all damage caused to the equipment or space beyond normal wear.

**Parent's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

FOR STAFF USE ONLY

**Orientation Completed On** \_\_\_\_\_ **Staff Initials** \_\_\_\_\_

**Entered in Sierra** \_\_\_\_\_ **Staff Initials** \_\_\_\_\_