

BREMEN PUBLIC LIBRARY MEDIA LAB POLICY

Approved by the Bremen Public Library Board of Trustees, (August 27, 2018)

I. OBJECTIVES OF THE MEDIA LAB

The overall objective of the Bremen Public Library Media Lab is to provide German Township residents – including those with limited means to access comparable resources – access to the information and tools necessary for digital content creation and preservation, as well as the ability to learn new, marketable skills.

By using lab resources in tandem with educational programming, BPL hopes to raise the overall digital literacy of its patrons, as well as help all residents of the township in developing new marketable skills.

Here are a few examples of projects that can be accomplished in our Media Lab:

- Transfer VHS tape to DVD
- Record an instructional video segment for a local business
- Lay down beats, record original vocals, then upload the song to Soundcloud
- Scan pictures and create a slideshow to celebrate a personal milestone
- Repair a damaged photo, then surprise a loved one with a high-quality print of the restored version
- Record a podcast
- Design an invitation
- Edit a video and share it on YouTube
- Photograph products for an online store promotion
- Scan film negatives
- Create stencils or cut-outs with our Cricut
- Print a large poster to promote an event
- Collaborate on a school project

II. USAGE POLICIES

A. AGE RESTRICTIONS

- Lab usage is open to Bremen Public Library cardholders in good standing.
- Adults aged 18 and up get full access to computers, equipment, and spaces.
- Patrons up to age 17 may use the equipment and rooms when accompanied by a parent or guardian and during library-sponsored events with staff supervision. A parent or guardian of young adult patrons aged 12-17 may choose to sign a waiver which allows the young adult to use equipment and rooms on their own without the parent/guardian present.

B. TIME RESTRICTIONS

- Computers—two hours a day with time extensions based on availability.
- Non-Circulating equipment—four hours a day. Equipment must remain in the building at all times.
- Circulating equipment—three days, up to five items total. No grace periods, renewals, or extensions accepted.
- Room reservations—Up to thirty days in advance, eight hours per month.

C. COMPUTER RESTRICTIONS

- Computers are for media production only. Bremen Public Library has public computers available to patrons with more general computing needs.

D. RESPONSIBILITIES

- We require the patron's physical library card at all times.
- The cardholder who checks out equipment and/or a room is fully responsible for any damage, loss, or misuse, and is also responsible for the activities of all other group members.
- Bremen Public Library requires a completed and signed waiver when checking out equipment and rooms. These waivers reiterate basic rules and signing one acknowledges that patrons understand their responsibilities.
- Door must be locked if room is left unattended.

E. FINES AND RESTRICTIONS

- If item is not returned within the three day loan period, patron will be assessed \$10 per day in late charges.
- If item is not returned two weeks from the checkout date, patron will be billed the full cost of replacement. If the charges are rejected for any reason, the patron may be assessed any and all costs of collection, including attorney fees.
- Once the item has been billed, it is nonreturnable.

F. LAB RULES

- Horseplay will not be tolerated.
- No food or drink is allowed in the lab.
- Maximum occupancy of the lab is six people at one time.

III. WAIVERS

A. EQUIPMENT AND SPACES

Covers the room and associated non-circulating equipment. Patrons fill this form out every time with their name, card number, email, and phone number and sign to acknowledge their understanding of the waiver language.

A. CIRCULATING EQUIPMENT

Carries the contact information, lists the items and their value, and due date along with the waiver language below which the patron signs.

A. PARENTAL

Gives a youth, aged 12-17, pre-approved access to the space and its equipment in the parent's/guardian's absence.