

Digital Media Lab Policy*Effective Date: 10/11**Reviewed and Revised: 03/15*

Page 1 of 2*Policy No: 2.14***Policy****Digital Media Lab A & B:**

The Ela Area Public Library has two digital media labs available for use by Ela cardholders on the second floor. The purpose of the digital media labs is to provide Library patrons with a space where they may use various digital media technologies that support their educational, professional, and personal goals and endeavors.

Procedures

Library patrons ages 12 and up may use the digital media labs. Library patrons ages 11 and under must have a parent accompany them in the lab at all times. The digital media labs are available for two hours at a time. However, Library patrons may stay longer if there is no demand for the labs at the end of their two hour time slot. Number of people occupying the room will be limited by Fire Occupancy Code.

Use of the digital media labs is limited to Ela cardholders.

The digital media labs will be available on a first-come, first-served basis unless previously reserved. Library patrons may reserve a media lab up to one week in advance for a maximum of two hours per day per patron. Reservations can be placed in person, by phone, or instant message to the Reference desk at (847) 438-3433 ext. 502 or at www.eapl.org/DMLhelp. To use any of the digital media labs, a Library patron must register for the lab at the Reference Desk. The Library patron using a digital media lab must leave one of the following forms of identification with the staff member managing the media lab schedule while using the labs:

- Driver's License
- Passport
- Ela Area Public Library Card
- State or Military ID
- School ID

No food or drinks are allowed in the media labs.

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Guidelines:

Behavior in the digital media labs is to be consistent with the Library's [Behavior Policy](#). Internet and equipment usage must be consistent with the [Technology Use Policy](#).

Equipment:

A variety of equipment is available in the digital media labs free of charge:

- Desktop Computer
- Digital Camcorder
- Microphones(s)
- Tripods/Microphone Stands
- Audio and Video Mixing Software
- Photo Editing Software

All equipment available in the digital media labs must stay within the Library. It is the responsibility of the Library patron to delete and/or remove any of their files (digital or print) from Library equipment in the media labs. The Library is not responsible for equipment or files (digital or print) left behind by patrons. Library staff is not available to assist in the transporting and transferring of supplies, equipment, or furniture to and from the media labs.

The digital media user accepts financial responsibility for any and all damage caused to the building and/or equipment beyond normal wear. The card holder will be responsible for any charge incurred by the group.