



LS 211 Library Recording Studios

Section: 200-Public services

Effective: September 2022

Purpose

This policy articulates rules that govern the use of Library recording studios. Library recording studios are intended to provide customer access to recording equipment, spaces, and software. This policy establishes how these resources are to be used in the library.

Policy

Customers must have a current adult resident or nonresident Hillsborough County library card in good standing to make a recording studio reservation. Children under the age of 17 must be accompanied at check in by the adult who made the reservation. Children under the age of 14 must be accompanied by an adult present in the studio. All recording studio users are required to attend an orientation prior to using the studio independently. At the orientation an explanation of the available equipment and learning resources will be provided along with a copy of this policy and the Code of Conduct.

All persons present in the recording studio must conform to library policies LS501 Code of Conduct, LS801 Access to Electronic Resources, and all other County policies. Any misuse of recording studios or Code of Conduct infractions will be handled according to existing library and County policies. Failure to follow the direction of staff will result in the termination of the customer's recording studio privileges and may result in a one-year trespass warning being issued. Violations of the Library Code of Conduct involving property damage, criminal activity, violence, or any other severe infractions will result in a one-year trespass warning being issued by either the Tampa Police Department or the Hillsborough County Sheriff's Department. No food or drink of any kind is permitted in the recording studio.

Procedure

Customers who have attended the recording studio orientation may reserve up to eight hours of studio time per month in advance by contacting the branch where the studio is located. Recording studio orientation is a requirement in each branch where studio time

is being booked. The studios may be reserved up to three months in advance. Customers may also request use of the recording studio on a walk-in basis. Studio time is booked in two-hour increments as available with a half hour built in between reservations. Customers must arrive within 15 minutes after a reservation's start time. After 15 minutes, the reservation will be cancelled, and the next customer will be given the time.

Studio time may be extended if there are no customers waiting. Customers who have reached their monthly eight-hour reservation limit may continue to use studios on a walk-in basis in two-hour increments if the studio is available.

Recording studio users must check in with library staff upon arrival for any scheduled or walk-in appointments. Recording studio users are required to notify the library of any cancellations as soon as possible to free the studio for use by others. Failure to provide cancellation notice on more than two occasions will result in denial of future use. The library retains the right to cancel a recording studio reservation in the event of a scheduling conflict with a library activity or co-sponsored program, or if conditions arise that affect the safety, health or safety of customers and staff, or operations of the facility. Occupancy must not exceed maximum limits set for each recording studio.

The Library, the Board of County Commissioners, the Library Board and the Friends of the Tampa-Hillsborough County, Inc., neither endorse, approve, nor disapprove of the aims, policies, viewpoints, or activities of the individuals using the recording studios.

Recording studios must be left in the same condition and arrangement in which they were found prior to usage. The adult library card holder is financially responsible for any damages or loss to property. Accidents and damaged equipment are to be immediately reported to library staff.

The Library does not provide one-on-one production or recording assistance. Proficiency in using computers, software, and recording devices is required. Online training platforms are available through HCPLC.org for library card holders. Customers must bring their own storage drives to save their work. Files must be saved or exported before the end of each reservation. All files saved to the recording studio computers will be erased after each session.