



# **Recording Studio User Agreement**

The audio and video recording studios at the Pine Bluff/Jefferson Co. Library are for creative, collaborative, and educational spaces that provide access to emerging technologies that can be used for various productions. Please review the guidelines set forth below. You must accept and comply with these provisions to use the space, equipment, and materials provided within.

## **Using the Studios**

- Rules apply to all patrons and guests that use the recording studios.
- All Patrons must complete an orientation class before booking a recording studio.
- A form of identification will be required upon arrival for studio usage. It will be held to the end of the studio session.
- All patrons under age 12 must be accompanied by an adult that has completed the required orientation.
- Cardholder who books the studio is responsible for any damage, theft, or misuse of studio equipment. Cardholder must also remain in the studio for the entire session.
- Studios can be booked up to 2 weeks in advance.

- You may book a recording studio for a maximum of 2 hours per day.
- All reservations will be held for 15 minutes before the session is canceled. No exception.
- All studio sessions will end 15 minutes before the library closes.
- Maximum of 4 people are allowed in each studio.
- All projects must be saved on an external memory source (e.g., flash drive, external hard drive, personal online storage).
- Do not unplug recording Equipment. Ask a librarian for assistance if a problem occurs.
- No food, drinks, or large bags inside of studio.
- Session will be canceled if library employees detect any cannabis odor
- Studio users will follow all applicable intellectual property laws, including copyright laws. Innovators are responsible for obtaining their own protections for any intellectual property developed in the studios.

## **Checking Out Recording Equipment**

- Recording equipment will only be checked out to library cardholders in good standing.
- All items listed with an © symbol on the equipment list will be checked out at the circulation desk for studio #1 and the public lab for studio #2.

## Studio Equipment

- 27" iMac
- Logic Pro X
- Final Cut Pro
- RME 24/192 Interface
- SE Reflexion Filter Pro
- Music Stand
- Akai Pro 61 Key with 16 pad and 8 faders MPK Controller
- Behringer 32Ch 8bus Digital Mixer
- Yamaha 6.5" HS Series Speakers
- AKG Condenser Mic's ©
- Shure Studio Headphones ©
- 5'x6' Green Screen ©
- Canon 6D Mark III DLSR Camera with zoom lens ©
- Led Studio Lighting ©



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Name

Library Card Number

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Signature

Date