



Pine Bluff/Jefferson County

**Library**  
System

600 South Main Street · Pine Bluff, Arkansas 71601

**Web:** pineblufflibrary.org

**Phone:** 870.534.4802

**Fax:** 870.534.8707

## Recording and Podcasting Studio Policy

### Purpose

The Recording and Podcasting Studios at the Pine Bluff/Jefferson County Library System (PBJCLS) provide creative, educational, and collaborative spaces where patrons can create audio, video, music, podcasts, and other digital media projects using professional-quality equipment and software.

### Eligibility

1. Users must possess a valid PBJCLS library card in good standing.
2. All users must complete the required studio orientation before reserving or using the facility.
3. Patrons under age 12 must be accompanied by a parent or guardian who has completed orientation.
4. The reserving patron is responsible for all guests and equipment during the reservation.

### Reservations

1. Studios may be reserved up to two weeks in advance.
2. Reservations are limited to two hours per day.
3. Reservations are held for 15 minutes before cancellation.
4. Sessions must end at least 15 minutes before library closing.
5. Repeated no-shows may result in suspension of studio privileges.

### Occupancy Limits

- Recording Studio: Maximum 6 individuals.
- Podcasting Studio: Maximum 8 individuals.

### User Responsibilities

Users must follow all library policies, treat equipment with care, save files to personal storage devices, report malfunctions, and leave the studio clean. Food, drinks, unauthorized software installation, and equipment tampering are prohibited.

### Recording Content and Intellectual Property

Users are responsible for all content created and must comply with copyright, trademark, and intellectual property laws. The Library does not monitor or endorse user-created content.



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## Equipment Checkout

Certain equipment may be checked out for studio use by library cardholders in good standing who have completed orientation. Users are responsible for damaged, lost, or stolen equipment.

## Health, Safety, and Liability

Studio sessions may be terminated for policy violations, unsafe behavior, or the use of prohibited substances. The Library is not responsible for lost data, damaged files, or personal property.

## Policy Enforcement

Violations may result in termination of studio sessions, suspension of privileges, financial responsibility for damages, or referral to law enforcement when appropriate.

### Studio Equipment

- 27" iMac
- Logic Pro X
- Final Cut Pro
- SE Reflexion Filter Pro
- Music Stand
- Akai Pro 61 Keyboard with 16 pad
- Behringer Digital Mixer
- Yamaha HS Series Speakers
- AKG Condenser Mics
- Studio Headphones

### Podcasting Studio

- Blackmagic ATEM Mini Pro Live  
Stream Switcher
- Rode Caster Pro II
- 4 Mics
- Canon 6D Mark III DSLR  
Camera
- LED Studio Lighting
- 2 Large Green Screen Panels
- 50" Monitor