# INNISFIL PUBLIC LIBRARY

**SUBJECT:** **DIGITAL MEDIA LAB POLICY**

**Policy No:** **2013-03**

**Date:** **April 15, 2013**

**Review Date:** **April 2016**

**Page:** **1 of 2**

## PURPOSE
The purpose of this policy is to outline the Digital Media Lab service as offered to Library users.

## POLICY
### General
Innisfil Public Library provides public access to the Digital Media Lab in keeping with its role of providing equal access to information and resources which meet the needs of the community.

### Application
This policy applies to all who use the Library's Digital Media Lab (DML).

### Guidelines
- The DML is open during normal Library hours, but closes 30 minutes prior to the Library's closing time.

- The DML service is available to members of the Innisfil Public Library. An active Innisfil Public Library borrower's card must be given to Staff and left at the circulation desk for the duration of the room usage.

- Reservations can be made for a maximum of two (2) hours by speaking with Library Staff in person or by phone on a first-come, first-served basis. Extended time is permitted if no one else is waiting to use the Lab. Reservations are only held for ten (10) minutes after they are scheduled to begin. Multiple reservations within a five (5) consecutive day period will be at the discretion of the Library staff.

- Priority will be given to users who are working on digital media projects (videos, music, websites, photo editing, scanning). Users who are using the DML for web browsing will be asked to use the other Internet stations in the Library.

- A maximum of four (4) people are allowed to use the DML at any given time.

- No food or drinks of any kind are permitted within the DML.

- Files saved on the DML computer are not guaranteed to remain.  Users must save their work on an external memory source to ensure that it is not lost (flash drives are sold at the circulation desk).

- Library Staff is available for assistance. Customers who require extra help or training are encouraged to make an appointment.

- Users are required to use the DML in a responsible and ethical manner.  All users must adhere to all Library Policies and current applicable laws, including but not limited to copyright laws and licensing agreements, and may not create, access, display or distribute illegal material or material that contravenes the 'Ontario Human Rights Code' or is in the opinion of the Library Staff obscene, harassing, racist, malicious, fraudulent, libelous, or offensive.  The Library is not responsible for any infringement of copyright, or any other violation.

- Users who damage lab equipment will be charged for the replacement cost of the equipment. The individual whose name appears on the booking sheet will be responsible for any damage or misuse of the equipment, even if a group is working on a project together.  Any user who introduces a virus, misuses or damages the equipment, attempts to delete or modify either hardware or software, will be held liable for all damages.

- The Library Board reserves the right to revoke any user's DML access and Library privileges if DML usage is not in compliance with this policy.

- The DML is an evolving resource; therefore, this policy is subject to change without notice.

Approved by the Innisfil Public Library Board, April 15, 2013
Motion Number:  2013.46