



**SUBJECT: MEDIA LAB POLICY**

**Policy No: 2017-06**

**Date: February 21, 2017**

**Review Date: February 2021**

**Number of Pages: 3**

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## **PURPOSE**

The purpose of this policy is to govern Library customer usage of the Media LAB space.

## **POLICY**

### **General**

The Library provides public access to the 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 Media LAB.

### **Guidelines**

- The Media LAB is open during normal Library hours, but closes 30 minutes prior to the Library's closing time.
- Media LAB services are available to members in good standing of Innisfil ideaLAB & Library. An access fob must be obtained from Staff and checked out to an active borrower's card for the duration of the room usage. The customer who checks out the fob is responsible for any others who are using the room under their fob, and can bring no more than three (3) people into the space with them at a time. Staff can restrict the number of people in the space at their discretion.
- Reservations for a maximum of two (2) hours usage are made by speaking with Library Staff in person or by phone on a first-come, first-served basis. Staff may adjust this maximum time on a case-by-case basis, according to specific project needs (e.g. a VHS transfer that goes beyond 2 hours).

- Reservations are specific to one of the three workstations in the space, although reservations for the entire space are permitted at the discretion of Staff. Time extensions may be granted 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 Library's discretion. Reservations are limited to a maximum of one (1) hour on Sundays to allow for multiple uses during the shortened open hours on that day.
- Only customers who are working on digital media projects (e.g. videos, music, web design, photo editing, scanning) will be granted access to this space. Web browsing or functions will be restricted to the public Internet stations located in the Library.
- A maximum of three (3) people are allowed to use the audio recording room within the Media LAB at any given time. Maximum occupancy for the entire Media LAB is eight (8) users at a time.
- No food or drinks of any kind are allowed in the Media LAB.
- Files should be saved on a customer's own external memory source as those saved on the Media LAB stations are not guaranteed to remain.
- Library Staff are available for assistance. Customers who require extra help or training are encouraged to make an appointment through the Check-Out-A-Skill program.
- Customers must use the Media LAB in a responsible and ethical manner, 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 obscene, harassing, racist, malicious, fraudulent, or libelous. Library management has final authority over whether usage of the space and equipment complies with this policy. The Library is not responsible for any infringement of copyright, or any other violation made by library users.
- The individual whose name appears on the booking sheet and/or to whom an access fob was issued will be held responsible for any damage or misuse of the equipment, including the introduction of a virus, attempts to delete or modify either hardware or software, even if a group is working on a project together. The fob holder and/or individual booking the Media LAB and will be charged the current replacement cost for any damages to equipment or the facility.
- The Library Board reserves the right to revoke any customer's Media LAB access and Library privileges if their usage is not in compliance with this policy.

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

Approved by the Innisfil Public Library Board, February 21, 2017,  
Motion Number: 2017.19

Supersedes Policy #2013-03, April 15, 2013, Motion #2013.46