



**SUBJECT:           MEDIALAB POLICY**

**Policy No:         2025-05**

**Date:               March 24, 2025**

**Review Date:      March 2029**

**Pages:             3**

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## **PURPOSE**

The purpose of this policy is to provide guidelines for the MediaLAB service as offered to Library customers.

## **POLICY**

### **General**

The Library provides public access to the MediaLAB 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 any members of the public who use the Library, and, all Library employees including, but not limited to, full-time, part-time, contract, seasonal, casual, student/co-op employees, long-term volunteers, and Board Members.

### **Guidelines**

- The MediaLAB is open during normal Library hours, but closes 30 minutes prior to the Library's closing time.
- MediaLAB services are available to all Library members with accounts in good standing.
- An access fob must be obtained from Employees 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. Employees can restrict the number of people in the space at their discretion.

- Reservations are made for a maximum of two (2) hours. Employees 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 Employees. Time extensions may be granted if no one else is waiting to use the MediaLAB.
- Reservations are only held for fifteen (15) after they are scheduled to begin. Multiple reservations within a five (5) consecutive day period will be at the Library's discretion.
- 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 other computer use not intended for the space 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 MediaLAB at any given time. Maximum occupancy for the entire MediaLAB is eight (8) customers at a time.
- No food of any kind is permitted within the MediaLAB. Only beverages in lidded containers may be brought into the space.
- Files should be saved on a customer's own external memory source as those saved on the MediaLAB stations will be deleted.
- The Library supports customers in gaining skills and learning how to use the space in various ways, such as classes, Tinkershops, how-to videos, and instructional documents. Limited hands-on support may be provided by Employees to customers booking the MediaLAB but is not guaranteed.
- Customers must use the MediaLAB 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 customers.
- The individual whose name appears on the booking 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 MediaLAB and will be charged the current replacement cost for any damages to equipment or the facility.

- The Library does not accept responsibility if a project is destroyed, does not print or cut correctly, does not work, or if customers' personal equipment or materials are damaged while accessing the Library's equipment.
- The Library is not responsible for any product, creation, or project once it has been completed and given to the individual. After that point, the customer is fully responsible for its care, maintenance, and use. The Library is not liable for any damage, wear and tear, or misuse that occurs after the item leaves the Library. However, defects in design or quality caused directly by the Library's equipment, materials, or staff assistance may be reviewed within 7 days of receipt.
- The Library reserves the right to revoke any customer's MediaLAB access and Library privileges if their usage is not in compliance with this policy.

Approved by the Innisfil Public Library Board, March 24, 2025

Motion Number: 2025.16

Supersedes Policy #2021-05, approved February 16, 2021, Motion #2021.17;  
Policy #2017-06, approved February 21, 2017, Motion #2017.19 & Policy #2013-03,  
April 15, 2013, Motion #2013.46