Digital Media Lab Policy

Policy

Digital Media Lab A & B:
The Ela Area Public Library has two digital media labs available for use by registered cardholders on the second floor. The purpose of the digital media labs is to provide Library patrons with a space where they may use various digital media technologies that support their educational, professional, and personal goals.

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Procedures

Patrons must have a library card registered and be in good standing at the Ela Area Public Library to use a digital media lab. Library patrons ages 12 and up may use the digital media labs. Library patrons ages 11 and under must have a parent accompany them in the lab at all times.

The digital media labs are available for three hours at a time. However, patrons may stay longer if there is no demand for the labs at the end of their three-hour time slot. Number of people occupying the room is limited by Fire Occupancy Code to three people.

The digital media labs are available on a first-come, first-served basis unless previously reserved. Ela Library patrons only may reserve a media lab up to one week in advance for a maximum of three hours per day. Reservations can be placed in person, online, via chat, or by phone to the Reference Desk at (847) 438- 3433 ext. 502. Non-Ela patrons may use the digital media labs on a walk-in basis if they are not already in use.

To use any of the digital media labs, a Library patron must sign-in for the lab at the Reference Desk. The Library patron using a digital media lab must show their library card or ID.

Tutorials and digital media classes are available in the Library for registered cardholders. One-on-one assistance is available for Ela Library cardholders by appointment. Help appointments can be requested via phone, e-mail, or on the library's website.

No food or drinks are allowed in the media labs.

Digital Media Lab Policy

<u>Guidelines:</u>

Behavior in the digital media labs is to be consistent with the Library's Appropriate Use of the Library Policy. Internet and equipment usage must be consistent with the Tehcnology Use Policy.

<u>Equipment:</u>

A variety of equipment is available in the digital media labs free of charge.

All equipment available in the digital media labs must stay within the Library. It is the responsibility of the Library patron to delete and/or remove any of their files (digital or physical) from Library equipment in the media labs. The Library is not responsible for equipment or files (digital or print) left behind by patrons. Library staff is not available to assist in the transporting and transferring of supplies, equipment, or furniture to and from the media labs.

The digital media user accepts financial responsibility for any and all damage caused to the building and/or equipment beyond normal wear. The card holder will be responsible for any charge incurred by the group.