



Creative Studios Policy

Owner	Cobb County Public Library
Reviewer(s)	CCPL Administrative Staff
Approver(s)	Cobb County Public Library Board of Trustees
Related Policies	
Related Standards	N/A
Storage Location	Library Administration, IConnect, Cobbcats.org
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The Creative Studios (CS) in the Sewell Mill Library & Cultural Center, Cobb County Public Library System’s digital media creation center, offers dedicated equipment, computers, software, production spaces and practice rooms.

It is a self-directed working space. Staff can provide some technical assistance, but patrons should have a working knowledge of the software and equipment provided. Introductory classes on available software are offered periodically.

The Library Director with support of the Board of Trustees has discretion in determining what use is in the best interest of the Library and is authorized to act accordingly, including limiting the use of CS by individuals whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances.

CREATIVE STUDIO LIMITS

CS is intended for groups or individuals who seek to create and edit media projects involving, but not limited to, video, audio, music, podcasting, photography, digitization and illustration. CS computers are available only for patrons working on digital media projects. Internet browsing or email usage is not allowed.

All use of the CS must comply with the Code of Conduct, Unattended Children, Computer & Internet Use, and all other Cobb County Public Library policies. Some CS Policies may be stricter than other published policies that govern use of other library spaces.

CS users must be 14 years of age or older and have a current, valid Cobb County Public Library card to use and reserve CS spaces and equipment. Patrons under 14 may use the CS if accompanied at all times by a parent, guardian or adult caregiver age 18 or up. The accompanying adult must have a valid Cobb County Public Library card and complete the required orientation. Certain advanced equipment and software may require additional training and practical demonstration by the staff.

Staff is available for assistance with troubleshooting, program startup, and set up of equipment. Staff cannot assist with extensive artistic consultations, graphic design, recording or editing, or other lengthy requests. The Library is unable to provide one-on-one production or recording assistance.

Food and drink are not allowed in the CS.

The CS may not be used to distribute or sell goods or services.

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The Library and its staff are not liable for any loss, damage or expense sustained by any user due to the utilization of services, equipment, software, advice or information.

GUIDELINES FOR CREATIVE STUDIO USE

Users of recording and video green screen studios must schedule and complete an orientation on equipment and policies prior to first use.

Patrons who have not arrived within ten minutes of the scheduled start time will be considered no-shows and the reservation will be removed. Patrons who arrive late will not have sessions extended.

CS spaces may not be left unattended while reserved and in use. If the responsible cardholder leaves a reserved space unattended without notifying CS staff (even if others are present in their group), the reservation will be immediately forfeited and future reservations may be denied.

Once a room has been vacated for more than 10 minutes, the Library reserves the right to remove the user's belongings without assuming responsibility or liability thereof and to reassign the room to an available status.

Patrons must save all work and begin checkout procedures 30 minutes before the end of a session. Staff is not required to provide time warnings.

Additional time in the studios, in practice rooms, or on computers will not be provided because a media project is rendering, saving or is in the process of finalizing. As such, computers will be logged out if another patron is waiting.

Failure to provide 24 hours' notice of a cancellation may be grounds for suspension of CS privileges.

Equipment, including but not limited to software, instruments, and cameras, is available for checkout for use only in the CS. Items will be checked in after a thorough inspection for condition. Patrons are required to be present during this evaluation.

Availability of equipment is not guaranteed and reservations are encouraged. Availability is contingent on patrons returning equipment in a timely manner. Patrons are responsible for returning all equipment directly to CS staff on time and in good condition.

Due to the creative and collaborative nature of CS, there is no guarantee of a silent atmosphere. All CS visitors are asked to be respectful of each other and of the Library's Code of Conduct regarding noise. Users must shut doors to rooms or studios when in use. If sound can be heard outside the room or studio, users will be asked to lower the volume or vacate the room or studio.

Only CCPLS staff can add, remove, or modify any library-owned equipment including but not limited to cables, keyboards, mice, speakers, instruments, software, racks, wiring etc. Users are not permitted to install or uninstall any software.

CS created content must conform to acceptable community and legal standards.

Library personnel must have free access to the CS production spaces at all times. The Library retains the right to monitor all activity conducted on Library premises for the purpose of ensuring compliance with Library policies and procedures.

CS staff will not convert media or finalize projects in the absence of the content owner. CS patrons must be present at all times while projects are digitizing, saving and/or rendering.

For security and privacy, the Library reserves the right to erase user files left on Library-owned hard drives or flash drives without prior notice. Patrons are encouraged to use personal external storage such as flash drives and/or cloud-based options to back-up projects.

CS visitors may connect personal devices to CS equipment. However, support for such equipment may not be available. Library staff may disconnect personal devices which interfere with the operation of Library equipment or ability of other users to complete projects. Compatibility of personal devices with CS hardware and software is never guaranteed.

Library staff is not responsible for patrons' personal belongings or work product.

The Facility Manager reserves the right to suspend CS privileges or remove any patron or group that violates CS or Library policies.

All CS computers, rooms, studios, and equipment may be reserved by CS staff for training, programs, or maintenance.

MAC COMPUTER USE

Computers are available on a first come, first served basis.

Limit of two patrons per computer.

Patrons must check in at the desk with their own valid Cobb County Public Library card.

Computer sessions are issued in 3-hour increments.

Additional time may be requested if no one is waiting. Additional time is granted in 1-hour increments.

PRACTICE ROOM USE

Same day reservations only are allowed in person or by phone.

Walk-ins are accepted if rooms are not reserved.

Groups may not make back to back reservations under different names.

Limit of four patrons per room.

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Patrons must check in at the desk with their own valid Cobb County Public Library card. The name on the card must match name on the reservation. Other members of the group will not be allowed to enter the room without the reservation cardholder.

Practice room sessions are issued in 3-hour increments.

Additional time may be requested if no one is waiting for a room or there are no upcoming reservations. Time is granted in 1-hour increments.

RECORDING STUDIO AND VIDEO GREEN SCREEN STUDIO USAGE

Reservations for either studio may be made up to two months in advance in person or by phone.

Walk-ins are accepted if studios are not reserved.

Groups may not make back to back reservations under different names.

Limit of 10 patrons per studio.

Patrons must check in at the desk with their own valid Cobb County Public Library card. The name on the card must match name on the reservation. Other members of the group will not be allowed to enter the studio without the reservation cardholder.

Studio sessions are issued in 3-hour increments. No additional time is granted on the same day.

Reservations are limited to a maximum of 9 hours and one Saturday per month, per studio, per cardholder.

DAMAGES AND LIABILITY

The Library cardholder who reserves the production spaces and their dedicated equipment will be considered the main user and will bear responsibility for any damage or misuse of the equipment. Broken or damaged equipment, software, or fixtures will be charged at equivalent replacement cost plus shipping and processing fees. Faulty equipment or room concerns must be reported immediately. Cardholders are responsible for returning and restoring all spaces and equipment to the condition in which they were originally checked out.

FAIR USE AND COPYRIGHT

U.S. copyright law provisions for fair use of music, artwork and other creative works are extremely restrictive. Each person is personally responsible for knowing the copyright status of any music or graphic material included in digital media projects. Numerous resources exist for fair use media materials.

Computers and the Library network may not be used to illegally upload, download, or copy copyrighted materials including software, music, videos and graphics. This includes the use of online services that facilitate the unlicensed sharing of media files. Duplication of commercial products is not permitted.



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Concerns about copyright infringement extend to the use of equipment to duplicate copyright-protected documents and graphic materials. Each patron assumes all responsibility for observing copyright restrictions when using scanners or computers in the Library.