

MEETING, DIGITAL LAB, AND STUDY ROOM USE

The meeting and study rooms are free for community gatherings, meetings, and programs consistent with the library's mission. No private events (e.g., birthdays or showers) are allowed. Use of these rooms signifies acceptance of the following terms:

1. **Priority:** Library programs have priority. The library reserves the right to reschedule confirmed reservations. Cancellations must be made within a reasonable timeframe.
2. **Eligibility:** LTPL resident cardholders in good standing may reserve rooms up to 90 days in advance with 24-hour notice. If available, meeting rooms/study rooms may also be assigned to *walk in requests* with or without a library card at the discretion of a library staff person.
3. **Time Limits:** Rooms are reserved in 2-hour increments. Extensions require manager or Director approval and are subject to availability.
4. **Public Access:** All meetings must be open to the public since we are a public facility. Study rooms are for private use.
5. **Prohibited Activities:** Running a business or conducting commercial activities in the library is not allowed. This includes collecting fees, soliciting donations, or promoting products or services without prior approval from the Library Director. Exceptions may be made for library-sponsored programs, Library Foundation activities, or Friends of the Library sales.
6. **Liability:** Users assume responsibility for theft, loss, damage, or injuries.
7. **Hours:** Rooms are available during library hours. Meetings must end 15 minutes before closing unless prior approval is granted.
8. **Food/Drinks:** Light refreshments are allowed; no food preparation is permitted. Trash must be properly disposed of.
9. **Setup and Cleanup:** Tables, chairs, and limited AV equipment are provided. Rooms must be left in good condition. Damages may result in repair fees and loss of future privileges. Chairs and tables must be put away by the reservation person(s).
10. **Capacity:** Groups must adhere to room occupancy limits. No additional furniture may be added. Keep all exits clear at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
11. **Behavior:** Smoking, alcohol, open flames, and inappropriate behavior are prohibited.
12. **Supervision:** Adults (18+) must reserve rooms and supervise minors.
13. **Publicity:** Groups must clearly identify themselves and not imply library sponsorship without approval.
14. **Compliance:** All users must adhere to library policies and the Standards for Library Behavior. Violations may result in immediate termination of room use and future restrictions.

Digital Media Lab

The Digital Media Lab is a space for creativity, learning, and innovation. It provides access to equipment and software for audio/video production, digitization, and design projects, helping patrons explore new technologies and bring their ideas to life.

1. Eligibility

- The Digital Media Lab is available to patrons with an LTPL card in good standing.
- Minors (ages 15–17) must have a signed parental waiver on file.
- Children under 15 are not permitted unless accompanied by a parent or participating in a library program with staff supervision.
- **Check-In Required:** When using lab equipment, please leave your photo ID/driver's license at the Information Desk until staff verify that equipment is returned in good condition.

2. Permitted Use: The lab may be used only for lawful purposes. Content containing hate speech, obscenity, or copyright infringement is strictly prohibited.

3. Reservations & Time Limits: Sessions are scheduled in **2-hour increments**. Extensions may be granted at staff discretion. Walk-ins are allowed if space and equipment are available, though reservations take priority.

4. User Responsibility: Users are financially responsible for damage to equipment or library property resulting from misuse. Work saved to library computers is automatically deleted at the end of each session. Bring a USB drive or use a cloud account to save your projects.

5. Behavior & Conduct

- No food is allowed; drinks must have secure lids.
- Disorderly or disruptive users may be asked to leave

6. Capacity

- The lab accommodates up to **four participants**. Staff may adjust capacity limits depending on project needs.

7. Equipment & Software Restrictions

Users may not alter hardware, uninstall software, or install personal programs on lab computers.

8. Library Branding

Users may not imply library sponsorship or use the library's name for business, marketing, or commercial purposes.

9. Staff Authority

- Library staff may deny or terminate lab use if policies are violated or equipment is being misused.

10. Equipment Use Guidelines

- **Handle Equipment with Care:** All equipment must remain in the lab unless approved by staff. Report issues immediately.
 - **Respect Copyright:** Only scan, copy, or digitize materials you have the right to use.
 - **Supplies & Fees:**
 - **Laminator & Large Format Printer:** \$2.00 per linear foot (materials included).
 - **Cricut:** Requires you to bring your own vinyl, paper, or compatible cutting materials (see staff for guidance).
 - **Free Services:** Shredding, scanning, digitization (VHS, cassettes, slides), and use of lab software are available at no cost.
 - **Safety First:** Some equipment (laminator, Cricut, shredder) requires caution — staff will provide guidance if needed.
 - **Library Liability:** LTPL is not responsible for data loss, damage to personal items, or copyright violations. Users are responsible for damage caused by misuse.
 - **Staff Support:** Staff can provide orientation, answer quick questions, and offer troubleshooting but cannot complete projects for patrons. We do have thorough guides on hand to direct you through use of our equipment.
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General Procedures for Both Spaces

- **Check-In/Out:** Users must check in at the desk with a library card and ID/Driver's License (depending on room) and complete an exit checklist upon departure.
- **Cancellations:** Reservations will be canceled for no-shows after 10 minutes. Arriving late does not automatically extend your reservation time.
- **Compliance with ADA:** The library is committed to compliance with the Americans with Disabilities Act, providing reasonable accommodations upon request.

For questions, contact Library Administration at 269-429-9575.