



Policies and Procedures for Use of Salt Lake City Public Library Creative Lab

REGULATIONS (PROCEDURES)

1. All users are required to read and understand these guidelines and regulations and agree to abide by them.
2. New users must complete a brief orientation session with a Librarian. After completing the orientation session and signing the User Agreement, the user's name and Agreement will be kept on file and they will be free to make reservations to use equipment in the Creative Lab.
3. Library staff may limit the number of users in the lab.
4. Users agree to abide by all copyright laws and licensing agreements.
5. No food or drinks of any kind are permitted.
6. Patrons should not install any programs in the Creative Lab without permission from the librarian on duty.

EXPECTATIONS

1. Users are expected to have a working knowledge of the equipment and software. Schedule a group or one-on-one session with one of our staff members if you need an introduction to the software, hardware, or equipment available in the Creative Lab.
2. Users must save their work on an external memory device. Users are responsible for providing their own USB flash drive or external hard drive.
3. If using one of the cameras, you will need your own SD, microSD, SDHC or SDXC memory card in order to save the images. You can borrow one from the Library, but will need to transfer your images to your own USB flash drive or external hard drive at the end of your session.
4. For any Creative Lab activity involving sound, such as video editing or music production, headphones are required. You may bring your own (standard 3.5mm jack) or purchase a set from The Library Store.
5. Personal information, saved passwords, web history, and files created while using the lab are not automatically deleted at the end of each session, so patrons should make sure to delete any personal information before ending their session.

