

Studio 20 South Rules & Procedures

Studio 20 South at Noah Webster Library is a multi-purpose room designed for learning, collaborating, and creating. The Studio features audio and video production equipment, editing tools and software, a Cricut vinyl cutter, technology for digitizing analog content, a 3D printer, VR headsets, CAD software, and instructional technologies for group meetings or classes. To ensure the Studio remains accessible and functional, WHPL sets forth the following rules and procedures. Patrons must review and comply with these provisions to use the space and equipment.

Reservations

Please read through all of the guidelines below and consult the Studio 20 South webpage for our current hours before requesting to use the Studio.

1. Individuals or groups must reserve the Studio by filling out this form, visiting the reference desk, or calling 860.561.6990. Patrons will receive a response within 1-2 business days. We do not process reservations during Library closings or holidays.
2. Advance reservations are required. Walk-in appointments may be granted on a case-to-case basis but are not guaranteed.
3. Patrons must check in with the staff member in the Studio upon arrival. Patrons must display their library card or another form of picture identification, such as a driver's license, to use the Studio.
4. Only one reservation per patron can be scheduled at a time.
5. The Studio may not be reserved for more than three hours per day.
6. Groups may not obtain additional reservations by having different members of the group make a reservation for the same or similar groups.
7. Individuals or groups must complete all work and exit the Studio upon completion of their reservation (30 minutes prior to closing).
8. Unwanted reservations must be canceled as early as possible. Three no-shows within a calendar year will result in the forfeiture of Studio privileges.
9. No-shows will have their appointment canceled after 15 minutes.
10. Patrons wishing to utilize conversion technology should note that most of the processes occur in real time, patrons must be present for the entirety of the process and should plan to allot enough time accordingly.
11. In the event of inclement weather, it is the patron's responsibility to confirm the building is open.

Rules of Use

1. Studio 20 South is open to library cardholders in good standing 13 years and older. Those 12 years old or younger are allowed to use the Studio when accompanied by an adult. The adult must stay in the studio at all times during the appointment.

2. For any patrons under the age of 12, a 1:1 adult:child ratio is required at all times for safety purposes. Please note that studio staff do not count towards this ratio. The adult must stay with the minor at all times.
3. Patrons must adhere to our [Patron Rules of Conduct policy](#) at all times.
4. A brief orientation session is required at the start of a reservation for patrons to learn how to use the equipment. Orientation times may vary depending on specific areas of interest.
5. Three guests are allowed at each workstation, as long as they are accompanied by a user who has completed the training. Maximum capacity of the Studio is 24.
6. Responsibility for the Studio lies with the patron who reserves the room. When patrons book the Studio, they agree to accept full responsibility for the condition of the studio and technology equipment and the behavior of guests.
7. Please close the door to avoid disturbing others. The Studio is sound treated, but it is not soundproof. Please keep conversations and audio at a respectful volume.
8. Food and drinks are not allowed in the Studio.
9. Patrons must report any broken equipment to a staff member immediately.
10. Patrons must check out and return all equipment during their Studio session.
11. Oculus VR is only allowed for use by patrons ages 12 and up, per Oculus's own suggested safety practices.
12. Each patron is required to sign a liability waiver before using the Oculus VR equipment regardless of whether or not they've signed one before.
13. Equipment and furniture may not be removed from the Studio. Wired equipment may not be moved from the workstation at which it is set up. Any questions regarding technology should be addressed to the studio assistant staffing the room.
14. Patrons may not connect personal equipment without prior approval.
15. Patrons must supply their own external digital storage device or store media to a private cloud server. All media content stored on computers is erased when computers are logged off.
16. The Library is not responsible if an object does not meet the patron's specifications.
17. No obscene, violent, inappropriate, or unlawful content may be recorded, edited, designed, downloaded, or generated in any form. Violators will be banned from use.
18. Studio users must follow all applicable intellectual property laws, including all copyright laws. Innovators are responsible for obtaining their own protections for any intellectual property developed in the Studio.
19. Signs and decorations may not be taped or stapled to walls, doors or glass windows. Use of glue, paint, glitter, and other craft supplies is prohibited.
20. Patrons may not cover windows.
21. Use of the recording studio cannot serve as an opportunity for sales of products or services. Solicitation on library property is prohibited. If you are doing commissioned work, you cannot receive payment while on library property.
22. Patrons who use the Studio are expected to leave the room clean and in its original condition. Setup, breakdown, saving of work, and clean-up times are to be completed within the reserved time.

23. Personal belongings should not be left unattended. The Library is not responsible for lost, damaged, or stolen items.
24. Failure to abide by the policies and rules established here will result in suspension or termination of an individual's Studio privileges.