Digital Media Lab Policy

The Digital Media Lab offers the space, equipment, and software for patrons to get creative with video, music, graphic design, and more. The Digital Media Lab is open during the hours when the Digital Services staff are working and also by appointment.

Use of the lab is available to PrairieCat member library cardholders:

- **18 years and older who have:**
  - Signed the Digital Media Lab User Agreement
  - Completed Orientation

- **7th grade (or entering into 7th grade after the school year has ended) up to 17 years old who have:**
  - Signed the Digital Media Lab User Agreement (Parent or Guardian Signature Required)
  - Completed Orientation

- **6th grade and younger who have:**
  - Adult accompaniment at all times
  - Signed the Digital Media Lab User Agreement (Parent or Guardian Signature Required)
  - Completed Orientation

**Reservations, Appointments and Drop-Ins:** Users can make 2-hour reservations, with extended time permitted if no one else is waiting, to use the lab up to one month in advance. If there are no reservations, the lab is available on a first come, first serve basis.

**Groups:** If a group is using the lab, at least one member of the group must have a PrairieCat member library card and have attended the orientation and signed the Digital Media Lab User Agreement. This person is responsible for being in the lab at all times with other members of the group. Behavior in the Digital Media Lab is to be consistent with the library’s Patron Behavior Policy. A maximum of 6 people may use the lab at any one time.

**Damage and Financial Responsibility:** Users of the Digital Media Lab accept financial responsibility for any and all damage caused to the equipment or space beyond normal wear.

**Food & Drink:** No food or drink is allowed in the lab at any time.

**Equipment & Circulation:** A variety of equipment and services are available for use in the Digital Media Lab free of charge. Some equipment is available for checkout on a limited basis. All checkouts and checkins for equipment will be handled at the DML or Adult Services Desk.

**General Computing:** Workstations are not available for general computing activities such as word processing, web browsing or email. These stations are available only for those who need to use the special software and hardware found only in the lab.

**Saving Your Work:** Users must save their work on an external memory source. External hard drives and flash drives are available for checkout and CDs, DVDs, and smaller flash drives are sold at the DML or Adult Services desk. The library is not responsible for equipment or files left behind in the lab.

**Policy for Tech2Go Collection’s Digital Media Lab Circulating Equipment**

Our extensive collection of in-house digital media equipment is available for use by all New Lenox Library cardholders and PrairieCat cardholders. While most hardware must remain in the Digital Media Lab, items in our circulating Tech2Go Collection are intended for use off site.

A New Lenox Library card is required to check out the Digital Media Lab items in our Tech2Go Collection. Patrons must be 18 or older to check out equipment. Certain advanced equipment will require additional training and practical demonstration by the patron before it will be checked out.

Items will be checked in after a thorough inspection by staff for condition. Equipment is loaned for a period of seven days. Renewals may only be granted by the Digital Services Manager at this time. Renewals are not allowed if other patrons are waiting for the item.

Local PrairieCat Libraries include but are not limited to the following list. PrairieCat membership is annual and subject to change.

- Manhattan-Elwood Public Library District
- Kankakee Public Library District
- Three Rivers Public Library District
- Mokena Public Library District
- Bourbonnais Public Library District
- Fossil Ridge Public Library District
- Peotone Public Library District
- Homer Township Public Library District
- Manteno Public Library District
- Wilmington Public Library District
- Peotone Public Library District

New Lenox Public Library • 120 Veterans Parkway, New Lenox, IL 60451 • 815-485-2605 ext. 127 • digitalmedialab@newlenoxlibrary.org

Design Version 2019.11.15
Name (Please Print) __________________________________________

Parent’s Name (7th–12th Grade/Under 18) __________________________________________

Address __________________________________________

Phone 1 __________________________________________ Phone 2 __________________________________________

Email __________________________________________

Library Card Number __________________________________________

Please check which of the following you’re most interested in. This will help us decide on how to use our future budget to best serve you. You’re welcome to use everything in the Digital Media Lab.

☐ Converting VHS & Other Video ☐ Photography ☐ Silhouette Cameo
☐ Converting Cassettes & Vinyl Albums ☐ Video ☐ Sewing, Knitting & Crochet
☐ Scanning & Photo Printing ☐ Art & Design ☐ Button Maker
☐ Audio Recording ☐ 3D Printing & Design

I understand that I must go through online orientation or attend an orientation session at the library in order to use the Digital Media Lab at the New Lenox Public Library District. I also understand that I am responsible for any and all damage caused to the equipment or space beyond normal wear. I agree to adhere to the Digital Media Lab and Patron Behavior Policy and agree to not bring in any food or beverages to the lab.

Patron Signature __________________________________________ Date ________________

For parents of minors (7th Grade and above only): I hereby allow by son or daughter to use the Digital Media Lab without my presence and accept responsibility for any and all damage caused to the equipment or space beyond normal wear.

Parent’s Signature __________________________________________ Date ________________

FOR STAFF USE ONLY

Orientation Completed On __________________________________________ Staff Initials ________________

Entered in Sierra __________________________________________ Staff Initials ________________

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