

## Danbury Library Recording Studio Policy

- Reserve time by calling, emailing the library, or by filling out the reservation request form online – a Danbury library staff member will contact you.
- Requests submitted via email or the online form will get a response within 1-2 business days.
- Processing of reservations are done during normal business days (Monday-Friday). We do not process reservations during Library closings or holidays.
- Reservations are accepted during open studio hours\*:

**Mondays 10:30 am - 6:00 pm**  
**Tuesdays 10:30 am - 6:00 pm**  
**Wednesdays 1:30 pm - 6:00 pm**  
**Thursdays 10:30 am - 6:00 pm**  
**Fridays 10:30 am - 4:00 pm**  
**Sundays 1:30pm - 4:00pm**

\*the video recording studio opens one half-hour later

- Once the reservation request has been screened and approved, we will notify you and place your reservation on the calendar.
- Patrons must view a brief orientation video before their first scheduled studio time.
- All users of the recording studio must adhere to the [Customer Code of Conduct](#) and [Room Use Policy](#)
- Must have an active Connecticut library card and a valid state-issued photo ID during the time of reservation. ID holder must be present. The studio reservation must be in the name of the ID holder and s/he must be present for the duration of the session and is solely responsible for missing or damages to the equipment. Any incurred fines will be charged to their account.
- Cardholder MUST be in attendance. No exceptions.
- Patrons with library accounts with fines over \$5 will be precluded from using the studio.
- ID holder is responsible for the conduct of everyone in the recording studio as well as the equipment during their scheduled session.
- There must be no more than six people inside the recording booth at any one time. There can be no more than 11 people outside the recording booth at any one time.
- All additional guests must be signed in/names clearly printed at check-in. No one else is to be allowed in during the studio session once it's begun.
- The audio recording studio can be reserved in 30-minute increments. The maximum session length for the studio is three hours, and each user may make up to three advance reservations per calendar month. Studio use counts as a reservation even if it's for less than the maximum session length. Walk-in registrations are acceptable, but highly discouraged. Additional studio time may be granted at the Library's discretion.
- Reservations are nullified if unclaimed within 10 minutes of the scheduled start time.
- No-shows will have their appointment cancelled after 15 minutes and will result in a revoke of walk-in sessions for a week and advance studio reservation for a month.

- MUST contact staff 30 minutes prior to scheduled session to cancel. Failure to do so will result in revoke of advance studio reservation for a month.
- The last recording studio session of each day must end 30 minutes before the library closes.
- Please make sure that you save or export your project with enough time before the next person's reservation begins – we suggest allowing 5 or 10 minutes for this process.
- Please bring your own large-capacity (16GB or more) drive to save your work.
- Absolutely no food or drinks are allowed in the recording studio.

*Please note that Danbury Library staff cannot provide one-on-one assistance on demand in the recording studio. Some proficiency in using computers and recording devices is expected to achieve results.*

*Please note that this is an "amateur" recording studio. The room's sound quality are not what you might find in a professional studio. It is an opportunity to work with quality equipment and introduce you to the production process; it does not guarantee a perfect product like in a professional recording studio.*

## DPL Recording Studio Equipment Inventory

1. Heil Sound RS-1 Riser
2. Heil Sound SB-2 Small Boom
3. Blue Microphones The Pop (filter)
4. Sennheiser Studio Monitoring Headphones
5. Blue Microphones Bluebird versatile cardioid condenser microphone
6. Insignia Wireless Keyboard & Mouse Combo
7. Insignia HDMI Cable
8. MAC mini
9. LG Ultra Slim Portable DVD Writer
10. FOCUSRITE Scarlett 2i2 USB Recording Interface
11. Hosa Technology Balanced Interconnect ¼ in TRS to Same
12. CBI BL Series Balanced Line ¼ Male TRS (quantity 2x)
13. CBL MLN 25' Microphone Cable
14. CBL HXN 25' Microphone Cable
15. KRK Systems Rokit Powered 5 Studio Monitor (quantity 2x)
16. Acer Monitor 20" Screen

## Recording Studio Software

1. Garageband
2. Logic Pro X

## **Studio 170 VIDEO** Recording Equipment List Checklist

1. Lastolite *LL-LC5781* Portable Green Curtain w/hangers (10x12)
2. JVC *GY-HM170* Compact HD/4K Video Camcorder
  - **1A** JVC Camera Battery
  - **1B** Unifive DC Adapter/Plug
3. Benro *A2573FS6* Tripod with Fluid Head
  - **2A** BenroDL 06 Dolly
4. iKan Mylo Kit 3 Point Light Kit with Stands (plus 3 lights)
  - **3.1, 3.2, 3.3**
5. Shure *VP-64A* Dynamic Interview Mic
6. Sony *UWP-D16* Combo Wireless Mic Interview Kit
7. Apple iMac 21.5 Computer w/i5 Processor/16GB/1TB HD
  - **6A** Apple wireless mouse
  - **6B** Apple wireless keyboard
8. Shure *SRH240* Stereo Headphones
9. Blackmagic Intensity Shuttle Video Capture Device
10. Thunderbolt 3(USB-C) to Thunderbolt 2 adapter

**(B1 + B2)** Battery Charger with 4x batteries.

- **B.1, B.2, B.3, B.4** (*please charge after session*)
- Cables+Connectors Various HDMI/AV (labelled with green tape)