

Danbury Library Recording Studio Policy

- The recording studio is available for reservation during normal library operating hours. Reservations may be made through the library's website or with the assistance of library staff in 2 hour blocks with a maximum of two appointments per day. Time in the studio may be extended on a case by case basis.
- Studio appointments are available to anyone ages 13 and over. Patrons 12 and younger must be accompanied and supervised by an adult.
- All users of the studio must adhere to the [Computer Use Policy](#), [Customer Code of Conduct](#) and [Room Use Policy](#).
- Reservations are nullified if unclaimed within 10 minutes of the scheduled start time.
- Patrons agree to take precautions to avoid causing unnecessary mess or damage in the recording studio and to clean up after use.
- If any piece of equipment malfunctions or breaks, the patron will immediately discontinue use of the equipment and notify a library staff member.
- If a patron is having trouble with recording studio equipment, staff will provide assistance; however they may not be able to fix a problem during the reservation time.
- Any accidents or incidents that occur in the recording studio must be reported to a staff member immediately.
- Misuse of the equipment will result in loss of room use privileges. Violation of the rules stated in this policy and the library's Customer Code of Conduct may result in loss of library privileges.
- The appointment 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.
- Please make sure that you save or export your project with enough time before your reservation ends– we suggest allowing 5 or 10 minutes for this process.
- Please bring your own large-capacity (16GB or more) drive to save your work.
- The Library reserves the right to refuse service to patrons who abuse equipment. The Library is not responsible for any liability, damages, or expense resulting from use or misuse of the studio equipment, connection of the device to other electronic devices, or data loss resulting from use of devices.
- It is the patron's responsibility to log out of any applications and remove any personal data from the computer prior to the end of session. Any stored data will be erased from the computer.
- Any views, thoughts, and opinions expressed by the studio users are solely that of the users and do not reflect the views, opinions, policies, or position of the Danbury Library.
- **Absolutely no food or drinks are allowed in the recording studios.**

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 sound quality of the room is 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 studio.

Approved by Library Board of Directors, 9/14/23