

## 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 is done during business hours, Monday through Friday. We do not process reservations during Library closings or holidays.
- Reservations are accepted during open studio hours\*:

**Monday - Thursday 11am - 7pm**

**Fridays 10:30 am - 4:30 pm**

Once the reservation request has been screened and approved, we will notify you and place your reservation on the calendar.

- 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.
- Patrons with library accounts with fines over \$10 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.
- Each recording studio can be reserved in 2-hr time blocks with a maximum of four hours per day. More time may be granted on a case-by-case basis.
- Walk-in registrations are acceptable, but highly discouraged.
- No-shows will have their appointment cancelled after 15 minutes.
- MUST contact staff 30 minutes prior to scheduled session to cancel.
- 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.*