



Media Lab General Policy:

In order to use the Digital Media Lab, patrons will need to sign in at the Teen Loft Desk.

A valid library card is required to use the computer in the Media Lab.

Patrons younger than 13 must have a parent or guardian present to use the Media Lab.

Use of the Digital Media Lab is limited to 120 minutes (2 hours).

Space inside the Media Lab will be first come, first served, unless a reservation is made prior. Reservations can be made at the Teen Loft Desk. Media Lab reservations will be held for 30 minutes after the scheduled time.

Individuals who are using the Media Lab are responsible for any lost, damaged, or misused equipment.

Users must save their work on an external memory source; items may not be saved on any of the Media Lab equipment.

All Media Lab materials and equipment must remain in the Teen Loft and are not eligible for checkout.

Media Lab Hours:

Monday / Friday / Saturday: 12:00 - 4:30pm

Tues / Weds / Thurs: 12:00 - 7:30pm

Sunday: 1:00 - 4:30pm