



# Media Lab 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