



# Media Lab Policy

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

The Media Lab is available for individuals or small groups of up to 4 persons. The Media Lab may not be used by organizations affiliated with profit-making or partisan political sponsorship; sectarian religious services or instruction; private parties, celebrations, or private clubs.

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 Media Lab is limited to 120 minutes (2 hours), once per day.

Space inside the Media Lab will be first come, first served, unless a reservation is made prior. Reservations can be made up to 4 weeks in advance at the Teen Loft Desk. Media Lab reservations will be held for 15 minutes after the scheduled time.

The Media Lab may only be reserved for one-time meetings, not ongoing, regularly scheduled meetings.

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