



Effective Date: 8/19/2019
Approval: 7/22/2019

CITY OF LEWISVILLE LIBRARY DEPARTMENTAL GUIDELINES

SECTION: LIBRARY
TOPIC: DIGITAL MEDIA LAB
REFERENCE: LIBG-03-06-01

The Digital Media Lab (DML) is a self-serve lab located on the 2nd floor of the Library. The DML offers the space, equipment, and software for patrons to get creative with video, audio, and graphic design. The DML also offers equipment and software for converting outdated media formats and digitizing personal/family collections.

- The DML opens at the same time the Library opens each day. The DML closes and must be vacated 15 minutes prior to the Library's closing.
- Copyright law prohibits duplicating commercial works. Patrons are bound to the requirements of United States Code, Title 17, and all other applicable provisions of state and federal law.
- When not reserved, equipment in the lab is available on a first come, first serve basis. A reservation is strongly recommended to guarantee equipment availability. Reservations may be made online or by calling the Adult Services Desk at 972.219.3779. Reservations may be made up to one week in advance. A cardholder is limited to one reservation per station per week. After a reservation has been used, if available, the cardholder can use equipment on a first come, first serve basis.
- Initial session length is determined by the machine being used. Session lengths are set by Library Administration. A session can be renewed for an additional hour if no one is waiting to use the equipment.
- Reservations will be canceled if the cardholder fails to appear to claim the reservation within 15 minutes. Repeated failure to claim reservations may result in loss of the individual's privilege of reserving DML equipment in the future.
- Only patrons working on digital media projects (video, music, graphic, photo editing, digitization) will be allowed access to the DML. Study rooms and meeting rooms are available elsewhere in the Library.
- The DML is not a single occupancy room. More than one patron/group may be working in the lab at once, using different pieces of equipment.
- No food or drink is allowed in the DML at any time.
- Patrons must have a valid full-privilege library card in good standing to use the DML. The email address associated with this library card number will be used to notify the cardholder of activity on the reservation, such as confirmations, cancellations, and reminders. Patrons ages 14 and over are eligible to use DML independently. Patrons 13 and younger may use the DML with a parent/caregiver present.

- Library staff are available to provide an overview of using the equipment and software and can direct users to training documents. Users may request an appointment for training using the Book A Librarian service on the Library’s website. Library staff are not available for extensive instruction or assistance without an appointment.
- Patrons must bring their own portable media storage such as a USB drive, SD card, external hard drive, or writable (W or RW) CDs or DVDs.
- When converting media from analog, such as VHS or audio cassette to digital formats, media will be captured in real time. Patrons must be prepared to stay with their material to monitor the conversion.
- Conversion and digitization equipment are not “professional” grade. The Library is not responsible for the quality of digitized media.
- All equipment in the DML must stay in the DML. It is the responsibility of the patron to delete and/or remove any files (digital or print) from the equipment in the DML. The Library is not responsible for equipment or files (digital or print) left behind by patrons.
- Patrons accept responsibility for their own materials in the DML and understand that there is reasonable risk involved in using the equipment, including but not limited to potential damage to VHS tapes, cassettes, film negatives and strips, slides and other materials. The patron agrees to hold the Library harmless in the event of damage or loss.
- DML users agree to notify Library staff immediately when equipment or software becomes damaged or fails to work properly.
- Barring normal wear and tear, DML users agree to accept financial responsibility for damage and/or loss of Library equipment in part or total.
- DML users must adhere to all other City and Library directives and guidelines. Behavior in the DML is to be consistent with the Library’s Code of Conduct. Internet and equipment usage must be consistent with the City and Library Internet Policy.