

## **DIGITAL MEDIA LAB**

The Patrick Heath Public Library offers digital media lab equipment on the second floor for public use. The goals of the Digital Media Lab (DML) are to provide the community with resources to create and preserve digital content with hardware and software that they may not otherwise be able to afford. The DML includes hardware and software that enables users to create original digital media content and to convert analog media content to digital formats. The DML is open during library operating hours but computers will shut down 15 minutes before the library closes.

### **GUIDELINES:**

- A variety of equipment and services are available for use free of charge. Some equipment is available for checkout on a limited basis. All equipment checkouts and returns will be handled at the Adult Services Desk.
- The DML is not available for general computing activities such as word processing, web browsing or email. This station is available only for those who need to use the special software and hardware.
- Users of the DML accept financial responsibility for any and all damage caused to the equipment or space beyond normal wear.
- Users must save their work to an external memory source. External hard drives and flash drives are available for checkout at the Adult Services Desk.
- Personal information, saved passwords, web history, and files created while using the DML are not automatically deleted at the end of each session on the MacBook Pro, so patrons should make sure to delete any personal information before ending their session.
- Users are expected to have a working knowledge of the equipment and software. Staff cannot help patrons for extended periods or perform work for them.
- Behavior at the DML is to be consistent with the library's Behavior Policy.
- Due to limited space, a maximum of two people are allowed to use the DML at any one time.
- Patrons working with audio or video will be asked to use headphones in order to minimize noise.
- Patrons should not install any programs on DML equipment without permission from the library staff member on duty.
- Printing is available via the library's print management system. Black and white prints are \$.25 per page and color prints are \$1.00 per page. The printing stations will accept coins and/or bills but not credit cards. Any change will be returned in coinage.

### **RULES GOVERNING USE:**

Use of the DML equipment is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Examples of inappropriate use include, but are not limited to, the following:

1. Obscene behavior including public display of obscene materials on computer screens or in hard copy.
2. Any act in violation of the Children's Internet Protection Act or Section 43.22 of the Texas Penal Code.
3. Excessive demands on library staff for assistance in using the equipment.
4. Using the workstations to gain access to the library's networks or computer systems or to any other network or computer system.
5. Obstructing other people's work by consuming large amounts of system resources or by deliberately crashing any library computer system.
6. Making any attempt to degrade, damage, or disrupt computer equipment or software.
7. Making any attempt to alter software configurations.
8. Making any attempt to cause degradation of library system performance.
9. Using any library computer for any illegal or criminal purpose.
10. Engaging in any activity which is deliberately and maliciously offensive, libelous, or slanderous.
11. Engaging in behavior that is disruptive to other computer users.
12. Uploading or creating computer viruses.
13. Deliberately invading the privacy of other individuals.
14. Violating copyright laws or software licensing agreements.
15. Installing any software, unless permitted by library staff, on library computers.

Violations will result in loss of computer privileges. Unlawful activities or deliberate misuse of computers will be dealt with in a serious and appropriate manner to the full extent of local, state, and federal law.

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