

**Policy Manual – Operating**

**STUDIO ROOM POLICY**

The Parsippany-Troy Hills Public Library System has an amateur studio for virtual interviews, recording projects, and other A/V-oriented activities at the Main Library. The acquisition of the equipment was made possible by a grant from the American Library Association.

To book the room, a valid form of ID must be provided (library card, driver's license or student ID).

**Studio Technology & Equipment:**

- Please note that this is an “amateur” studio! The room's sound quality and lighting are not what one might find in a professional studio. It is an opportunity to work with quality equipment and introduce one to the production process; it does not guarantee a perfect product.

**Studio Guidelines:**

- Reserve time in the Parsippany Library Studio Room at the Information Service reference desk, call 973-887-5150, or email [parsippanyreference@gmail.com](mailto:parsippanyreference@gmail.com)
- All users of the studio must adhere to the Library's Rules of Conduct and keep noise levels consistent with the proper atmosphere of the library at all times.
- All users are responsible for any and all damages done to the equipment and or room while they are using the space.
- It is highly recommended that all reservations are made as far in advance as possible.
  - Individuals or groups may book one three-hour session per day.
  - Sessions may be extended at the discretion of the Information Services Department.
  - No more than three people can use the studio at the same time.
  - Reservations will be canceled if unclaimed within 15 minutes of the scheduled start time.
  - The last studio session of each day must end 15 minutes before the library closes.
- Please make sure that one saves or exports one's project before one's session ends.
- Please bring one's own large-capacity (16 GB or more) drive to save the work.
- No food or drinks are allowed in the recording studio.

**The studio's equipment includes:**

- Laptop with Adobe Premiere Elements, Adobe Photoshop Elements, and Audacity
- USB Microphone
- 2 Wireless lavalier microphones

- Camcorder with tripod
- Green Screen
- 2 studio lights
- 1 ring light

**Please note the following:**

- Library staff may not be able to provide one-on-one assistance on-demand in the studio. Some proficiency in using computers and recording devices is expected. All are welcome to attend one of our technology classes to learn more about making audio or video projects on their own. Please inquire at the Information Services Desk for more information.

The Studio Room is available during the Library's normal operating hours. The Library reserves the right to allocate a Studio Room for a Library-sponsored program or meeting. Failure to abide by Library Rules and Policies may result in termination of Studio Room privileges.

Groups will be denied the use of the Studio Room if that use poses a potential disturbance to the normal operation of the Library, e.g., excessive noise, a safety hazard, or a significant security risk. The Department Managers, the Library Director, or their representatives may also deny the use of the Studio Room to groups or individuals that violate the Study Room Policy and/or Library Rules.

The Library is not responsible for loss or damage of equipment, supplies, materials, or any personal property owned by those reserving or using the Studio Room at the Library. In addition, the Parsippany Public Library System Board of Trustees, Parsippany Township, its officers, agents, and employees are not to be held liable for any and all claims of injuries, including death, damages, or loss, which may arise in connection with the Studio Room activity held on Library property.

ADOPTED 1/24/22