



Launch Pad Recording Studios Procedures

We are delighted to offer editing equipment and a green screen as a part of the Launch Pad MakerSpace Recording Studios located on the main floor of the downtown Central Library. The Studios are equipped with knowledgeable staff as well as new technology tools and hands-on materials to make learning inspiring, creative and fun.

I. GENERAL INFORMATION

1. Reservations for use of a Studio are highly recommended;
2. Individuals under the age of 17 must be accompanied by a parent or guardian when using a Studio;
3. Proper identification such as a Buffalo & Erie County Public Library card or official State ID (driver's or non-driver's license);
4. Equipment/software training is available by request. Please contact (716) 858-8900 for additional information and/or to Book a Technology Trainer;
5. Studio capacity is limited to 3 persons without written consent of Studio staff;
6. The Studios will close daily, 15 minutes prior to the closing of the Launch Pad.

II. RESERVATIONS

1. Reservations for use of a Studio are highly recommended;
2. Reservations can be made in-person, by contacting the B&ECPL Launch Pad at (716) 858-7198, or by utilizing our Studio Booking website via Koalendar.
3. Reservations can be made in 1, 2, 3 or 4 hour blocks of time;
4. Reservations are limited to 4 hours per week;
5. Reservations will be held for 15 minutes;
6. Walk-ins are welcome and will be accommodated if a Studio is not in use or reserved for use.

III. PATRON RESPONSIBILITIES

1. The Library's *Rules of Conduct* apply to the Launch Pad and Studio;
2. Patrons should be respectful of other library patrons and users of the Launch Pad and Studio;
3. Launch Pad and Studio equipment should be treated with care;
4. Patrons are responsible for any damaged to or loss of Launch Pad and Studio equipment;

5. Patrons are expected to be working on Studio related projects when in the Studio;
6. All projects must be saved to an external hard drive/USB. No access to the equipment's main hard drives is permitted;
7. Patrons are responsible to provide their own external hard drive/USB;
8. The Library is not responsible for loss or deletion of a patrons' files or projects. No files are retained by the Library;
9. The Library cannot endorse or fund projects/videos/recordings;
10. No equipment is permitted to leave the Studio;
11. So that all may have access to Studio equipment/services, patrons are asked to complete projects/tasks/performances and use of Studio equipment prior to the completion of their reserved time;
12. All personal belongings must be removed from the Studio at the completion of each session.