DIGITAL MEDIA LAB USE POLICY

I. Introduction

The Rutherford County Library System has adopted the following Digital Media Lab Use Policy to provide access to powerful tools for digital content creation that may not otherwise be available to library patrons. Access to the Digital Media Lab (DML) is provided equally to all users, with the understanding that it is the individual's responsibility to demonstrate judgment, respect for others, and appropriate conduct while using Rutherford County Library System resources and facilities. Products created in the DML are solely owned by the creator, and the use of the Digital Media Lab does not constitute an endorsement or an approval by Rutherford County Library System of any products, services, or opinions of the individual, and Rutherford County Library System bears no responsibility for the accuracy, legality, or content of media produced in the DML.

II. Rules Governing Use

A. To use the DML, a patron must hold a current and valid library card with no fines or overdue materials. Patrons will not be able to use the DML until they have reviewed the DML user waiver, given their signature to indicate full agreement with its terms, and library staff have ensured that the DML user waiver has been properly signed. A parent or legal guardian must also agree and sign the DML user agreement on behalf of any patron under 18 years of age.

B. Patrons must be at least 13 years of age to use the DML. Patrons under 18 years old must be accompanied by a parent or guardian during each use of the DML.

C. Patrons shall not use the DML to produce media that violates Internet use Policy, including but not limited to material that is graphically violent, pornographic, harmful to minors, abusive, or in violation of copyright.

D. Suspension or restriction of use of the DML due to violation of these rules is at the discretion of library staff.

E. Library staff will perform a check of all equipment before and after any use of the DML. Patrons must not remove any equipment from the DML. Use of equipment in the DML assumes responsibility on the part of the patron for any damage due to improper or careless use, loss, or theft of DML equipment. All patrons must agree to these terms through the DML use waiver before using the DML. In the event of equipment damage or loss the user will be responsible for any replacement costs determined by Library staff. Patrons must report any malfunction of or problem with the use of any piece of equipment in the DML immediately to library staff to ensure a proper response and documentation.

F. Food and drink are not permitted in the DML.

G. To ensure the safety of patrons, staff, and equipment, all DML sessions will be monitored. Patrons will be made aware of this before starting a DML session through the DML user waiver.

H. All first-time DML users will be accompanied by Library staff trained to provide assistance with using the equipment. Future uses of the DML may be available to patrons without staff assistance at the request of the user and the discretion of Library Staff. These sessions will always be monitored.

I. Users who agree when signing the DML user waiver may have their finished DML products shared by Library staff online or in the Library. This is completely optional, and whether the Library does share DML products is at the sole discretion of Library staff. Just as any other piece of media created in the lab, the sharing of content created in the DML does not constitute and endorsement or an approval by the Rutherford County Library System of any products, services, or opinions of the individual.

Approved by Richard Williams, Rutherford County Attorney on July 02, 2025

DIGITAL MEDIA LAB

Hardware Specifications

- Mac Studio
- LG 27” Monitor
- Shure Mv6
- Shure SM 58
- Aced Headphones
- Aecd Phones Audio Technica ATH
- StarTech USB C Adapter
- Micro Amp HA400
- "Behringer U-Phoria UMC404HD USB Audio Interface
- Yamaha MX61 Keyboard Synthesizer
- XLR Cords (6) color coded, 25ft
- Amazon Basics XLR (1) 6ft
- (2) Micro SD Cards
- USB A to B
- USB-C
- HDMI Cable
- iPad Wi-Fi 128GB 11"
- Apple Pencil (USB-C) (1st generation)
- iPad Case
- Magnus VT-300 Video Tripod with Fluid Head
- Canon VIXIA HF G70 Camcorder