

Recording Equipment

REQUESTS:

- Use of the Sayville Library recording equipment is for Sayville Library cardholders in good standing only.
- Patrons must submit a request to use the recording equipment through the designated form available on the Library website.
- Requests must be given with at least 3 days advance notice to the requested recording date.
- Patrons under the age of 16 must have permission from a parent or guardian.
- Patrons are limited to 2 appointments with the recording equipment per calendar month.

POLICY & PROCEDURES:

Patrons may be denied access to the recording equipment if:

- Recordings do not comply with federal, state and local laws.
- Recordings are deemed threatening or harmful to others.
- Recordings are obscene or inappropriate for the Library.
- Recordings are in violation of copyright of other intellectual property laws.
- Patrons' behavior is in violation of the Library's *Conduct on Library Property* policy.

SCHEDULING & APPOINTMENTS:

- Usage of recording equipment must be made by appointment. No walk-ins are permitted.
- There is a 2-hour maximum time limit on equipment usage.
- No more than 4 individuals may use the recording equipment per appointment.
- No food or uncovered drinks are permitted while using the equipment.
- Appointments shall not be made within 1 hour of the Library's closing time.

EQUIPMENT:

- Patrons must provide their own digital storage devices to save their recordings. The Library will not store patrons' content on the recording computer between sessions.
- The Library is not responsible for lost or compromised recordings.
- Patrons accept full responsibility for the condition of the equipment during their scheduled appointment times. This may include the cost of repairs or replacement of any equipment damaged.
- Patrons are not permitted to unplug or manipulate equipment. If assistance is needed, patrons must get a staff member.
- Library staff will not be present and will not provide one-on-one assistance during the recording session. Patrons are expected to have a proficient understanding of recording equipment and software.