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# LIVINGSTON PARISH LIBRARY POLICY MANUAL

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Subject: **Digital Media Lab**  
Code: **3-339**  
Section: **Service Policies**

## Digital Media Lab

### I. Objectives of the Digital Media Lab

#### A. Mission Statement:

The purpose of the Digital Media Lab (DML) is to provide card-holding patrons with the means to learn, become proficient with, and create digital content using the Lab's equipment and resources.

#### B. Examples of Projects Possible to Undertake at the DML:

- Creating and editing digital graphics
- Filming and editing videos
- Producing digital music
- Recording podcasts
- Learning photography
- Editing photographs

#### C. Types of Appointments Available in the Lab

##### 1. Discovery Visits

##### 2. Task-Specific Appointments

- a. Book-A-LABrarian – teaching and troubleshooting appointments
- b. Full Lab Use Appointment

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## II. Usage Policies

### A. Limits of Use

1. The DML is available only to patrons with a Livingston Parish Library card in good standing.
2. Guest card holders and visitors may not use the Lab equipment.
3. As a prerequisite for using the Lab, its equipment, and resources, all individuals must first complete the DML orientation and sign the usage agreement.
4. The staff offer rudimentary guidance in using software and hardware available at the DML; however, they cannot complete work for the patron. For instance, staff can teach the patron how to use the mirrorless camera, but DML staff cannot film or edit content for the patron. If the patron does not know how to use the equipment, we encourage them to sign up for one of our classes or utilize the library's electronic training resources and databases.
5. The DML can be booked in advance by phone or online. Additionally, patrons may use the Lab as a walk-in so long as no other appointments conflict with the walk-in.
6. An appointment is considered canceled if a patron is late by more than 15 minutes.
7. Repeated cancelations without excuses will result in a temporary suspension of lab privileges. The administration will determine the length of suspension on a case-by-case basis.
8. If a patron leaves the Lab for longer than 30 minutes during their appointment without consulting staff, the appointment is canceled.
9. Lab usage is not intended for general computing activities, including but not limited to: word processing, web browsing, email, social networking, and gaming. Public computers are available in the adult area of the Main Branch Library for these purposes.
10. Training in the Lab is limited to Lab specific hardware and software.
11. Only one appointment for lab use at a time is permitted.

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### B. Age Restrictions

1. The DML is limited for individual use by patrons 18 and older.
2. Any patrons younger than 18 who do not have a Parental Guardian Agreement on file must be supervised at all times by a parent or legal guardian. The parent or guardian is responsible for ensuring the child follows the policy.
3. The parent or guardian of a child 14 to 17 may elect to sign a Parental Guardian Agreement so the child may use the Lab without a parent or guardian present.
  - a. The parent or guardian and the child must both complete orientation before they may sign the agreement.
  - b. The agreement states that the parent or guardian signing on behalf of the child assumes all financial responsibilities for damaged equipment caused by the child.
  - c. The Parental Guardian Agreement is only valid for one child. If a group wishes to use the Lab in tandem, they must all have Parental Guardian Agreements on file.

### C. Time Restrictions

1. Basic Use Time Restrictions
  - a. Book-A-LABrarian appointments last for a maximum of one hour and are limited to training on hardware and software available in the Lab.
  - b. Full-Use appointments can be booked for two hours at a time. If no other use of the room is scheduled or requested by walk-ins, the patron may extend usage by 30-minute increments.
2. The Lab may only be used a maximum of 10 hours a month by a unique cardholder.

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### D. Lab Rules

1. Due to the nature and cost of the Lab equipment, horseplay or rambunctious behavior will not be tolerated.
2. No food or drink is allowed in the Lab.
3. No more than four patrons can use the Lab at a time.
  - a. Up to four patrons can use the Lab's podcast station
  - b. Up to two patrons can use the sound recording station.

### E. Content Creation Restrictions

1. The following types of media, images, videos, songs, and podcast content, cannot be allowed in the DML and constitutes grounds for a permanent ban:
  - a. Lewd, salacious, or provocative content
  - b. Content containing hate speech, calls for violence, or any remarks that denigrate others
  - c. Any content that may violate local, state, or federal laws.
2. A patron engaging in such content creation will be asked to leave.
3. Creating media content in the DML does not constitute an endorsement by the Livingston Parish Library of said content.

Adopted on July 20, 2021.