

SPOKANE COUNTY LIBRARY DISTRICT

AGREEMENT FOR USE: The Studio at Spokane Valley Library

NAME: _____ LIBRARY CARD: _____

1) WHO CAN BOOK THE STUDIO FOR USE?

- Members 15 years or older with an active library card
- Parents/guardians must sign agreement for studio users under the age of 18
- Each studio user must sign the Agreement when using The Studio for the first time.

2) TRAINING:

Due to the sophistication of the technology and skills needed to operate the software and equipment, first time studio users must do the following before using the Studio:

1. Schedule an orientation and training session(s) with Library staff, which includes in introduction to relevant Studio technology and review of policies and procedures.
2. Inform staff of your skills so that they can recommend appropriate training.

3) ROOM USAGE:

1. Three hours maximum, two hours on Sunday. Reservations must be made in advance.
2. Maximum five persons for one booking
3. No food or drink allowed in The Studio
4. Projects must finish 30 minutes before library closing

4) BACKING UP YOUR PROJECTS:

The Studio has a limited amount of external hard drives available for check-out to assist in transferring Studio created files.

- One at a time may be checked-out
- The check-out period is for 72 hours (as of April 2017)
- The replacement cost for a lost or damaged hard drive is \$100

5) EQUIPMENT:

- Studio equipment may not leave the premises.
- Library staff will check the status of the studio before a studio user signs out.
- The Library will hold studio users responsible for any damaged or missing Library equipment.
- Equipment includes:
 - 2- 27" Apple iMac (\$2300)
 - 1- PC (\$2200)
 - 2- SonyPXW-Z100 4K Handheld XDCAM Camcorders (\$5,500)
 - 4 -SonyNP-F970 L-Series batteries (\$125)
 - 2- E-Image 2-stage tripods (\$250)
 - 1- Impact 3 light green screen kit (green and white, plus we have an additional black screen (\$730)
 - 2- ikan IB1000 LED light (\$1100)
 - 1- ikan IB500 LED light (\$550)
 - 2- Sennheiser lav mics & receivers (\$280)
 - 6-Sony headphones (\$80)
 - 2- 2TB hard drives (\$90)

AGREEMENT FOR USE: The Studio at Spokane Valley Library (cont.)

6) PRIVACY:

The Spokane County Library District is not responsible for any loss of media or data while using The Studio. Any information and/or content left on The Studio computers and hard drives at the end of a session will be permanently removed. It is the responsibility of the library member to remove personal content from all other equipment before leaving.

7) LEGAL:

Studio users must comply with all federal, state, and local laws and regulations, all copyright laws and restrictions, and all policies of the Spokane County Library District. Studio users are solely responsible for ensuring that any material they include in their recordings is either their own original work, free of copyright restrictions, or used with permission of the rights holder. Studio users will not use the Studio to collect, upload, transmit, display, create or distribute anything which may violate applicable laws and/or, the rights of others, including, but not limited to, any copyright, trademark, patent, trade secret, and/or privacy right. If Spokane County Library District discovers any such violations, information and evidence may be turned over to the appropriate law enforcement office. Violation may also lead to revocation of the studio users' card and ability to use library services, including but not limited to The Studio.

8) MUTUAL INDEMNIFICATION:

Studio users shall defend, indemnify, and hold harmless the Spokane County Library District, including affiliates and officers, directors, employees, representatives, agents, successors and assigns from and against all claims that come from the use of The Studio and all associated losses, to the extent arising out of gross negligence or willful misconduct in performing any of its obligations under this Agreement.

9) PUBLIC BROADCAST:

The Spokane County Library District provides video footage for Community Minded Television channel 14. Studio users may submit their videos to SCLD who may choose to submit to CMTV for public broadcast.

I, the undersigned, agree to the terms and conditions of this Agreement. I understand that by signing this document I acknowledge reading the policy and will be held personally responsible for any damage, loss, or destruction of the equipment while it is in my possession, as well as for any fines due to damaging or losing the equipment.

SIGNATURE: _____ **DATE:** _____