

TO: LIBRARY BOARD OF TRUSTEES

FROM: Library Services Department
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PREPARED BY: Tim Hetherington

APPROVED: 

TITLE: Media Center Policy and Use Agreement

ABSTRACT:

Policies governing the use of the Media Center are required in order to provide consistent and fair access to the public; to provide guidelines for the use of the room and to protect the community's financial investment.

RECOMMENDATION:

Staff recommends that the Library Board review and approve the proposed Media Center policy and customer use agreement.

FUNDING REQUIREMENTS:

The new equipment and software in the Media Center project are funded entirely by a donation from the Newport Beach Public Library Foundation.

DISCUSSION:

The Newport Beach Public Library Foundation has provided the funding for a dedicated Media Center, located on the lower level of the Central Library expansion. The Media Center workspace is comprised of a Media Lab and a recording studio space and is equipped with specialized software used for web design, graphic design, audio and video recording and mixing, and other creative applications. The Library will also provide online learning tutorials for various software applications through Lynda.com. The Media Center will also serve as the venue for the Library's public training for computer and Internet resources. The Media Lab will house 5 Apple iMac machines and 10 Dell Optiplex 9010 personal computers. Software applications include Adobe Creative Suite, Anime Studio Pro, AutoCAD, Blender 3D, Celtx, Final Cut Pro, Keynote, Logic Pro 9, Mainstage, Manga Studio 5, Maya 3D, Printfolio, ProTools 10, Screenflow, and VLC Media Player. The sound recording studio will eventually be equipped with a digital audio workstation and corresponding peripherals. Written policies for the use of the Media Center are required to ensure consistency for customers and staff, help to resolve misunderstandings, reduce incidents of conflict and help protect and maintain

the security of Library resources. The use agreement will be implemented to assure customer compliance with Library policy and also as a means for customers to reserve the use of specific hardware and software.

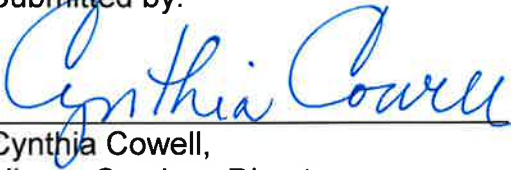
ENVIRONMENTAL REVIEW:

Staff recommends the Board of Library of Trustees find the approval of the attached Media Center Policy and Customer Use Agreement is not subject to the California Environmental Quality Act ("CEQA") pursuant to Section 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential to have a significant effect on the environment.

NOTICING:

This agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the Board of Library Trustees considers the item).

Submitted by:



Cynthia Cowell,
Library Services Director

Attachments: A. Draft of Media Center Policy and Use Agreement.

NEWPORT BEACH PUBLIC LIBRARY MEDIA CENTER POLICY AND USE AGREEMENT

- The Media Suite is open to valid Newport Beach Public Library (NBPL) card holders whose accounts are in good standing.
- Customers under 14 years of age must be accompanied by an adult.
- Users can make 4 hour reservations (with extended time permitted if no one else is waiting) to use a Media Suite computer by speaking to a staff member. Reservations will be held for 10 minutes after they are scheduled to begin and will be considered canceled at that time.
- Use of the Media Suite will be checked out on the user's Newport Beach Public Library account and a photo ID will be held.
- All general behavioral guidelines for the Library apply, specifically, the Library Use Policy and Internet Use Policy.
- Food and drink are not permitted in the Media Suite at any time.
- Cell phones cannot be used in the Media Suite at any time. Customers using the Media Suite for audio projects must use headphones. Headphone volume must be such that other customers will not be disturbed.
- The workspace area of the Media Suite is reserved for customers using Media Suite software or who are working on digital media projects (videos, music, websites, photo editing, scanning). Users who want to browse the Internet or use Microsoft Office products should use the public computers in other areas of the building or check out a laptop. For group study, please reserve one of our three meeting rooms.
- Users will be assigned to a specific computer based on their project needs. When making an appointment, customers should inform staff of their specific hardware and software requirements.
- Saving work on Media Suite computers is prohibited. Users must save their work on an external memory source. CDs and flash drives are sold in the Media Suite. The Library is not responsible for any work that is unsaved, corrupt, or altered in the Media Suite.
- Media Suite Users with large files must save, export or transfer large projects to external devices prior to closing. Allow ample time to save, export, transfer large files, or process your files. The Media Suite will close no later than 30 minutes prior to Library closing times.
- Media Suite Users may not install or download software or upgrades. For help or to suggest software, downloads and upgrades, please see Library Staff.
- The Library is not responsible for any valuables left unattended.
- Media Suite policies are subject to periodic review and change by the Library Board of Trustees.

MEDIA CENTER RESERVATION FORM

Customer Name (please print):

Current Address:

Library Card #:

Photo ID Verification:

Staff Initials:

I have read, understand, and agree to the Media Suite Use policies listed in this agreement.

Customer Signature:

Date: __/__/__

Staff initials:

Date of reservation:

Time of reservation:

SOFTWARE REQUIREMENTS:	
ProTools 10	
Logic Pro 9	
Mainstage	
VLC Media Player	
Celtx	
Maya 3D	
AutoCAD	
Adobe Creative Suite - Master	
Blender 3D	
Anime Studio Pro	
Manga Studio 5	