

NEWPORT BEACH PUBLIC LIBRARY MEDIA CENTER USE POLICY

1. The Media Center is open to valid Newport Beach Public Library (NBPL) card holders whose accounts are in good standing.
2. Customers under 14 years of age must be accompanied by an adult.
3. Users can make 4 hour reservations (with extended time permitted if no one else is waiting) to use a Media Center 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.
4. Use of the Media Center will be checked out on the user's Newport Beach Public Library account and a photo ID will be held.
5. All general behavioral guidelines for the Library apply, specifically, the Library Use Policy and Internet Use Policy.
6. Food and drink are not permitted in the Media Center at any time.
7. Cell phone conversations are not allowed in the Media Center. Cell phones must be set to silent. Customers using the Media Lab portion of the Media Center for audio projects must use headphones. Headphone volume must be such that other customers will not be disturbed.
8. The workspace area of the Media Center is reserved for customers using Media Center 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 study rooms.
9. 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.
10. Saving work on Media Center computers is prohibited. Users must save their work on an external memory source. CDs and flash drives are sold in the Media Center. The Library is not responsible for any work that is unsaved, corrupted, or altered in the Media Center.
11. Media Center 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 Center will close no later than 30 minutes prior to Library closing times.
12. Media Center users may not install or download software or upgrades. For help or to suggest software, downloads and upgrades, please see Library Staff.
13. The Library is not responsible for any valuables left unattended.
14. Media Center policies are subject to periodic review and change by the Library Board of Trustees.

MEDIA SUITE 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	

