

Media Studio Policy

Use of the Media Studio will be available for use to guests with a valid Hauppauge Public Library Card.

Hauppauge Public Library cardholders must become certified for hands-on access to the media studio and schedule an appointment to use it.

Only designated library staff and certified library guests will have hands-on access to the Media Studio. To become certified, library guests must complete an orientation.

Children in grades five (5) and below must be accompanied by an adult for hands on access.

The Library's studio may be used only for lawful purposes. The public will not be permitted to use the Library's studio to create material that is:

- 1) Prohibited by local, state, or federal law.
- 2) Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others (such use may also violate the terms of use of the manufacturer).
- 3) Obscene or otherwise inappropriate for the Library environment.
- 4) In violation of another's intellectual property rights.

Access to the studio may be revoked at any time by the Chief Executive Officer.

Guests are responsible for being familiar with the technology, as staff members are not experts and cannot offer extended instruction.

By using the studio, the Guest agrees to assume all responsibility for, and shall hold the Library harmless, in all matters related to patent, trademark, or copyright infringement.

The Library is not responsible for any damage or loss resulting from use of the Media Studio and the Library does not guarantee or warrant the functionality or quality of the content produced by any of the Library machines therein.

Adopted: March 16, 2016

Amended: June 2021, March 2, 2026