Audio and Video Room Guidelines

General

Audio and video rooms are located in the Digital Media Lab at the Main Library. These special purpose rooms contain equipment and software for recording audio and video and are not to be used as general study or meeting spaces.

In addition to the guidelines listed here, the library's Internet Use Policy and Standard of Conduct also apply.

Equipment

The audio rooms include microphones and an audio interface setup at all times.

When using the video room, patrons will use their library cards to check out equipment for in-house use only. A variety of microphones and video recording equipment are available for use within the video room. (Note that the lab's Blackmagic cameras may only be used with lab-provided tripods and teleprompters.)

A complete list of available equipment can be found here.

Digital Media Lab staff can assist with basic setup of audio and video room equipment to enable audio and video recording. Patrons who want a more custom setup using multiple cameras and microphones may take responsibility for setting up the equipment in this way.

While Digital Media Lab staff can assist with questions about the equipment, it is the patron's responsibility to record and edit their own audio and video projects.

Using an Audio or Video Room

When reserving an audio or video room, patrons will use the online reservation system at carmelclaylibrary.org/reserve-a-room.

Patrons who are reserving the video or audio rooms and using the equipment in them need to be at least 16 years old.

Subject to availability, patrons with library cards registered at CCPL may reserve an audio room for up to 4 hours at a time and up to 8 hours/week. Cardholders may reserve the video room for up to 6 hours at a time and up to 8 hours/week.

If a patron holding a room reservation does not show up within 15 minutes of the reservation time, staff may release the room for someone else to use.

Capacity

The reservation system will display the capacity of each room. Patrons are expected to respect the room capacity and will be asked by staff to reduce their group size if too many people are in the room. Patrons will not be required to have a minimum number of group members in order to reserve or use a room.

Abandoned Rooms

Patrons are expected to remain in the rooms for most of their reservation time. If a room is left vacant for more than 15 minutes, staff may release the room for someone else to use.

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