

Danbury Library Recording Studio Policy

- Reserve time by calling, emailing the library or by filling out the reservation request form online – a Danbury library staff member will contact you.
- Check online calendar for available time slots or email us to check for studio availability for time and date needed.
- Processing of reservations are done during normal business days (Monday-Friday). We do not process reservations during Library closings or holidays.
- Reservations are accepted during open studio hours:

Tuesdays 10:30 am - 6:30 pm

Wednesdays 1:30 pm - 6:30 pm

Thursdays 10:30 am - 6:30 pm

Sundays 1:30 - 4:30 pm

- We require 24 hours' notice for all reservations.
- Wait for approval from staff. Once you are approved, we will notify you and place your reservation on the calendar.
- Patrons must attend an orientation session before their scheduled studio time. Please contact the library in order to schedule this session.
- All users of the recording studio must adhere to the [Customer Code of Conduct](#) and [Room Use Policy](#)
- There must be no more than six people inside the recording booth at any one time. There can be no more than 11 people outside the recording booth at any one time.
- At least one person using the recording studio must be at least 17 years old and have an active Connecticut library card and a valid state-issued photo ID. The studio reservation must be in the name of the ID holder and s/he must be present for the duration of the session and is solely responsible for missing or damages to the equipment. Any incurred fines will be charged to their account.
- ID holder is responsible for the conduct of everyone in the recording studio as well as the equipment during their scheduled session.
- The recording studio can be reserved in 30-minute increments. The maximum session length for the studio is three hours, and each user may make up to two advance reservations per calendar month. Studio use counts as a reservation even if it's for less than the maximum session length. After you've used your two reservations in a given month, you may make additional walk-in reservations if the studio is available at that time, at the discretion of the Danbury Library staff.
- Staff may be able to accommodate special requests for additional use of the studio.
- Reservations are nullified if unclaimed within 10 minutes of the scheduled start time.
- The last recording studio session of each day must end 30 minutes before the library closes.
- Please make sure that you save or export your project with enough time before the next person's reservation begins – we suggest allowing 5 or 10 minutes for this process.
- Please bring your own large-capacity (16GB or more) drive to save your work.
- Absolutely no food or drinks are allowed in the recording studio.

Please note that Danbury Library staff cannot provide one-on-one assistance on demand in the recording studio. Some proficiency in using computers and recording devices is expected to achieve results.

Please note that this is an “amateur” recording studio. The room's sound quality are not what you might find in a professional studio. It is an opportunity to work with quality equipment and introduce you to the production process; it does not guarantee a perfect product like in a professional recording studio.

DPL Recording Studio Equipment Inventory

1. Heil Sound RS-1 Riser
2. Heil Sound SB-2 Small Boom
3. Blue Microphones The Pop (filter)
4. Sennheiser Studio Monitoring Headphones
5. Blue Microphones Bluebird versatile cardioid condenser microphone
6. Insignia Wireless Keyboard & Mouse Combo
7. Insignia HDMI Cable
8. MAC mini
9. LG Ultra Slim Portable DVD Writer
10. FOCUSRITE Scarlett 2i2 USB Recording Interface
11. Hosa Technology Balanced Interconnect ¼ in TRS to Same
12. CBI BL Series Balanced Line ¼ Male TRS (quantity 2x)
13. CBL MLN 25' Microphone Cable
14. CBL HXN 25' Microphone Cable
15. KRK Systems Rokit Powered 5 Studio Monitor (quantity 2x)
16. Acer Monitor 20" Screen

Recording Studio Software

1. Garageband
2. Logic Pro X

Adopted by the board of Directors 12/8/16