

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.

- Patrons must attend an orientation session before their scheduled studio time. 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.
- All users of the studio must adhere to the Customer Code of Conduct and Room Use Policy.
- 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.
- Reservations are nullified if unclaimed within 10 minutes of the scheduled start time.
- 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.
- 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
- The Library reserves the right to refuse service to patrons who abuse equipment. The Library is not responsible for any liability, damages, or expense resulting from use or misuse of the studio equipment, connection of the device to other electronic devices, or data loss resulting from use of device. Any use of the equipment for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory, or obscene materials is strictly prohibited.
- Any changes in condition or content while in the patron's care will be the patron's responsibility. The patron is responsible for damage, loss, or theft.
- It is the patron's responsibility to log out of any applications and remove any personal data from the computer prior to the end of session. Any stored data will be erased from the computer.

I understand and agree to these rules of use. By signing this agreement, I accept the above policy and am stating that I am responsible for any damage and/or destruction of equipment and/or software that may result from the use of the recording studio.

Signature _____ Date _____

Print Name _____ Library Card Number _____

Studio 170 Recording Studio Equipment Checklist

LTC STAFF - Please be sure to check off that the equipment below is accounted for and in working order:

Check In	Check Out	
<input type="checkbox"/>	<input type="checkbox"/>	1. Heil Sound RS-1 Riser
<input type="checkbox"/>	<input type="checkbox"/>	2. Heil Sound SB-2 Small Boom
<input type="checkbox"/>	<input type="checkbox"/>	3. Blue Microphones The Pop (filter)
<input type="checkbox"/>	<input type="checkbox"/>	4. Sennheiser Studio Monitoring Headphones
<input type="checkbox"/>	<input type="checkbox"/>	5. Blue Microphones Bluebird versatile cardioid condenser microphone
<input type="checkbox"/>	<input type="checkbox"/>	6. Insignia Wireless Keyboard & Mouse Combo
<input type="checkbox"/>	<input type="checkbox"/>	7. Insignia HDMI Cable
<input type="checkbox"/>	<input type="checkbox"/>	8. MAC mini
<input type="checkbox"/>	<input type="checkbox"/>	9. LG Ultra Slim Portable DVD Writer
<input type="checkbox"/>	<input type="checkbox"/>	10. FOCUSRITE Scarlett 2i2 USB Recording Interface
<input type="checkbox"/>	<input type="checkbox"/>	11. Hosa Technology Balanced Interconnect ¼ in TRS to Same
<input type="checkbox"/>	<input type="checkbox"/>	12. (2x) CBI BL Series Balanced Line ¼ Male TRS
<input type="checkbox"/>	<input type="checkbox"/>	13. CBL MLN 25' Microphone Cable
<input type="checkbox"/>	<input type="checkbox"/>	14. CBL HXN 25' Microphone Cable
<input type="checkbox"/>	<input type="checkbox"/>	15. (2x) KRK Systems Rokit Powered 5 Studio Monitor
<input type="checkbox"/>	<input type="checkbox"/>	16. Acer Monitor 20" Screen
<input type="checkbox"/>	<input type="checkbox"/>	17. Sony Stereo Headphones
<input type="checkbox"/>	<input type="checkbox"/>	18. Sabrent HB-UMLS 4-port USB Hub

If there is an issue with one or more of the items from above, please identify and provide a brief explanation:

Check In:

Patron initial _____

Staff initial _____

Check Out:

Patron initial _____

Staff initial _____