



Digital Media Lab Guidelines

- The Digital Media Lab is open during regular hours but closes 30 minutes prior to the library closing.
- The Digital Media Lab is for Lincolnwood Residents only (9th grade and up*) and may be reserved for 2 hours per day by speaking to a staff member at the Information Services Desk in-person, or by phone. Reservations may be made up to seven days in advance and will be held for 15 minutes after the reservation is scheduled to begin.
**Lincolnwood residents under 9th grade may use the DML with a parent or guardian.*
- A maximum of 2 users may be in the lab and all users must register at the Information Services Desk. The person making the reservation will be considered the main user and is responsible for any damage to the room or equipment.
- Users must bring their photo ID (Driver's License, Passport, State or Military ID, High School ID) and Lincolnwood Library card to check-out the Digital Media Lab. No exceptions will be made.
- A Digital Media Lab User Agreement must be read and signed by all users. The agreement will be kept on file for future use.
- A 10-minute orientation will be administered the first time using the lab.
- At the end of each reservation, 5 minutes must be allowed for a staff to inventory the room before returning the user's photo ID.
- No food or drinks of any kind are permitted in the Digital Media Lab.
- All projects must be saved to an external memory device. High Capacity USB Drives are sold and Hard Drives are available for check out at the circulation desk.
- Use of the Digital Media Lab is limited to digital media projects only.
- Users must abide by Lincolnwood Library District's General and Behavior Policies, Public Internet, Technology, & User Agreement.
- Users are responsible for any charges that may result from loss or damage to the lab or any equipment incurred while the lab is in use, up to \$15,000.00.
- Users are personally responsible for knowing copyright status of any material used in their digital media projects (U.S. Copyright Law (Title 17, U.S. Code)).