

## Digital Media Lab Guidelines

- The Digital Media Lab is for Lincolnwood Residents only (9<sup>th</sup> grade and up\*) and may be reserved for 2 hours per day by speaking to a staff member at the Adult 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 9<sup>th</sup> grade may use the DML with a parent or guardian present at all times.*
- *Members of the Council of Awesome T[w]eens (CAT) who are in 8<sup>th</sup> grade may use the DML without a parent or guardian present, provided they (1) complete the orientation with a parent or guardian and that (2) all parties sign the User Agreement. CAT 8<sup>th</sup> graders may reserve the DML through the Youth & Teen Services Desk. They may bring non-CAT members into the Lab, provided those students have a DML agreement signed by parent/guardian.*
- The Digital Media Lab is open during regular hours but closes 30 minutes prior to the library closing.
- A maximum of 2 users may be in the lab and all users must register at the Adult 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 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.
- 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.
- No food or drinks of any kind are permitted in the Digital Media Lab.
- All projects must be saved to an external memory device or sent electronically (over the internet) to the user. 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 personally responsible for knowing copyright status of any material used in their digital media projects (U.S. Copyright Law (Title 17, U.S. Code).

### Equipment

iMac 27" with Retina 5K Display and Dual Monitor  
Blue Yeti Pro Studio USB Microphone  
Sony Professional Headphones (set of 2)  
Apple Super Drive  
Apple Track Pad & Mouse  
Epson Perfection V600 Photo Scanner  
Emerson VHS to DVD Converter.  
Ion Max LP Conversion Turntable with Stereo Speakers  
Ion Digital Conversion Cassette Player  
IK Multimedia iRig Keys Pro Music Keyboard  
Wacom Intuos Art Tablet

### Software

**Adobe Creative Cloud** (see iMac Launchpad for complete list of apps)

- PhotoShop (Advanced photo viewer/editor)
- Illustrator (Advanced vector graphics viewer/editor)
- InDesign (Advanced desktop publisher)
- Premiere Pro (Advanced video editing application)
- Acrobat Pro (PDF creator)

**iMovie** (beginner's video editing application)

**Garage Band** (beginner's audio recording/editing application)

**Logic Pro X** (advanced audio recording/editing application)

**Final Cut Pro** (advanced video editing application)

**Roxio Toast Titanium 15** (CD and DVD burning application)

**Corel Painter Essentials 5** (painting program)

**Audacity** (open source/advanced audio recording & editing software)

**Blender** (open source 3D graphics and animation software)

**Unity** (2D and 3D game building software - free version)

**VLC Media Player** (open source multimedia player)

**Elgato Video Capture** (video conversion software)

**EZ Vinyl/Tape Converter** (audio conversion software)

**Microsoft Office for Mac** (Word, Powerpoint, Excel)