HIGHLAND PARK PUBLIC LIBRARY
Information & Imagination
494 Laurel Ave., Highland Park, IL • 847-432-0216
Published on *Highland Park Public Library* (http://www.hplibrary.org)

Digital Media Lab Guidelines

- The Digital Media Lab is open during regular Library hours, but closes 15 minutes prior to the Library closing.
- The Digital Media Lab is open to Highland Park Public Library adult card holders. A Digital Lab User Agreement must be read and signed. This agreement will be kept on file for future use.
- No food or drinks of any kind are permitted.
- Users can make 2-hour reservations (with extended time permitted if no one else is waiting) by speaking to a staff member at the Adult Reference Desk in-person or by phone. Reservations will be held for 10 minutes after they are scheduled to begin.
- The individual who checks out the Digital Media Lab will be considered the main user and is responsible for any damage or misuse of the equipment, even if a group is working on a project together. The main user will pay all costs for Digital Media Lab hardware, accessories, and software that result from loss, theft or damage while the Digital Media Lab is checked-out to their library identification, up to a maximum of $1,000.
- The door should be kept closed unless a staff member is present.
- Priority will be given to users who are working on digital media projects (videos, music, websites, photo editing, scanning). Users who are using the computers for web browsing will be asked to use the other adult internet stations in the Library.
- Users must save their work on an external memory source (external hard drives are available for checkout and CDs, DVDs, and flash drives are sold at the reference desk).
- Loans of portable hard drives, Bloggie video camcorders, and tripods will be allowed for users who have a valid Highland Park Public Library card. Users must complete an agreement form and these items must be returned directly to the Adult Reference Desk by their due date. All checkouts and checkins for this equipment will be handled at the Adult Reference Desk. An overdue fine of $1 per day will be added to users' accounts for late items. Users who lose or damage equipment will be charged the replacement cost of the equipment.

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