

# CREATE! Media Lab

## RULES FOR USE

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- The Media Lab will be open from 10 a.m. until 30 minutes from closing (7:30 on Monday and Thursday; 5:30 on Tuesday, Wednesday and Friday; and 4:30 on Saturday).
  - The Media Lab will be locked whenever it is not in use.
  - The room is available to Auburn Public Library or Lewiston Public Library card holders. Customers 14 and older may use the room on their own; those under 14 must be accompanied by an adult.
  - Customers may make 2-hour reservations to use a computer by contacting the Reference Desk (in person or by calling 333-6640, ext. 4). Reservations may be held for 10 minutes after they are scheduled to begin. (Extended time may be permitted if no other reservations are pending and no one else is waiting.)
  - Customers coming in to use the room must check in at the Reference Desk. After providing a current Auburn Public Library or Lewiston Public Library card, along with a valid ID (license or school ID), they will be let into the room. At the conclusion of the 2-hour period, they must check out with the Librarian at the Reference Desk.
  - The first time a customer comes in to use the room, they will be asked to complete a short application for use.
  - A maximum of six (6) people are allowed in the room at any given time.
  - Users will be assigned to a specific computer based on their needs.
  - Only users who are working on digital media projects (videos, music, web design, photo editing, scanning) will be allowed access to the room.
  - Users must save their work on an external memory source -- external hard drive, CD, DVD, or flash drive. (CDs, DVDs, and flash drives are sold at the Reference Desk.)
  - All general behavioral guidelines for the Library apply.
  - No food or drinks of any kind are permitted.
  - Please notify a Librarian if any equipment in the Media Lab is not working properly.
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Auburn Public Library



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49 Spring Street • Auburn, ME 04210 • 333-6640