



NCL Creative Studio Use Agreement

- The creative studio can be booked by any patron over the age of 15 with a valid public library card from any library authority in Ireland
- A Library card and valid ID are required to book the creative studio (guardian's Id required for anyone aged 15-17)
- The Patron who Made the booking must be present for the duration of the session
- The creative studio has a maximum capacity of 5 people
- The creative studio is entirely self-service and patrons using the studio must be familiar in using the equipment
- The patron who books the creative studio will be responsible for all the equipment within the studio. The cost of any damage will be passed on to this person
- Any damage or faults with the equipment must be reported to a staff member before your session ends
- Users of the creative studio are not permitted to connect their own computers to library equipment
- Patrons can book the creative studio in intervals of one hour, one hour and 30 minutes, or two hours
- All members of the booking party must have vacated the booth and removed all their possessions by the end of their allotted time
- Any patrons who have taken part in a session may not book another session for the same day
- The person who booked the creative studio must be present in the library within ten minutes of their session starting
- Cancellation should be made at least 24 hours before a session is due to begin
- A staff member will accompany you to the creative studio at the start of your session and you are required to have a staff member accompany you back to the creative studio when your session ends to ensure all equipment is working
- You must ensure that you save any recordings you make onto a USB or cloud storage before the computer powers down, as all data will be wiped when the computer restarts
- You must ensure that you allow sufficient time to save your recording before the end of your session
- The library does not provide any storage devices such as USB's so you must bring your own
- There is absolutely no food or drink allowed into the creative studio
- While the library does provide musical equipment for use, it is recommended that you bring your own musical instruments where possible
- Library staff reserve the right to enter the creative studio at any time
- All times and permissions of use of the creative studio are at the staff's discretion
- Patrons will need to have completed the short induction before booking the creative studio



Agreement

I agree to take reasonable care of all equipment in the creative studio to avoid damage to, or loss of, equipment.

I will leave the recording booth and equipment the way I found it

I confirm that I have read, understand and agree to the above terms and conditions for use of the creative studio and all the equipment therein.

Print Name

Library Card Number

Signature

Date

If you are aged 15 to 17 a parent or guardian must complete the below section

I agree to act as guarantor for the above person to take responsibility for the use of the creative studio and its equipment. I agree to pay for any items lost or damaged by him/her/them

As the parent/Guardian of the above person I give him/her/them permission to use the internet in the studio

Print Name of Parent/Guardian

Library Card Number

Signature of Parent Guardian

Induction Session for use of the Creative Studio(for staff use)

- Show Patron to the creative studio and make them aware of the Fire evacuation procedures
- Show Patron the equipment, computer, instruments et cetera, and notify them that we have instruments available including a drum kit
- Show patrons where the light switches and power sources are located
- Explain to patrons that they are responsible for the wellbeing of the equipment while using the studio
- Explain to patron that anyone over the age of fifteen can use the studio but if they are aged 15-17 they must get permission from a parent or guardian and said parent or guardian must show ID in branch
- Explain to the patron that all recordings should be saved on to a USB or sound cloud before their session ends
- Explain to the patron that food and drink is not permitted in the creative studio
- Explain to the Patron that a valid Library card is required to use the creative studio and if they do not have one we should set them up with one
- Before using the studio, the patron must read and sign the code of conduct for the creative studio and in the case of the patron being under 18 they must have a parent or guardian also sign the form.

Once all criteria have been reached staff can book patrons a slot in the creative studio by booking the time desired on the calendar marked 'Creative Studio'. Time slots are for 1 hour, 1 hour 30 minutes, or 2 hour slots. This can be adjusted at the staff's discretion.