



Recording Studio Policy

Baltimore County Public Library (BCPL) Recording Studio spaces and equipment are available for customers to create digital audio recordings.

1. All customers using the Recording Studio spaces and equipment must:
 - a. Have a valid library card.
 - b. Be trained and certified by BCPL staff to use the Recording Studio.
 - c. Be age 14 or older or be accompanied by an adult age 18 or older who meets the above requirements.
2. Customers may reserve the Recording Studio in advance for one session per day. Walk-ins and reservation extensions may be permitted based on availability and at the staff's discretion.
3. Customers using the Recording Studio will be responsible for:
 - a. Saving and transporting their created content. Files saved to Recording Studio equipment will be erased at the end of each session.
 - b. Completing all set-up and break-down activities, including saving and sending files, during their allocated session time.
 - c. Leaving the Recording Studio space and equipment in the same condition as they were found.
 - d. Paying for any loss or damage incurred during the session.
4. Customers using the Recording Studio must:
 - a. Comply with all local, state and federal laws, including copyright laws, and not violate the intellectual property rights of others.
 - b. Abide by BCPL Rules of Conduct, Internet and Computer Acceptable Use Policy and any other applicable BCPL policy.
 - c. Not hold BCPL, Baltimore County, Maryland, Foundation for Baltimore County Public Library and their respective agents, servants, employees and donors liable for any loss of data or property damage that may result from using the Recording Studio space and equipment.
5. Customers will retain sole ownership of all content created in the Recording Studio, unless otherwise stated through an agreement with BCPL.
6. BCPL, Baltimore County, Maryland, Foundation for Baltimore County Public Library and their respective agents, servants, employees and donors assume no responsibility whatsoever for, nor do they endorse or support, the content created by customers in the Recording Studio.

7. BCPL reserves the right to use the Recording Studio space and equipment for training, programs and activities, making it temporarily unavailable for public use.

Recording Studio User Agreement

I, _____ (please print full name), hereby acknowledge that I have read, fully understand and agree to abide by Baltimore County Public Library's Recording Studio Policy.

I understand that failure to do so may result in a loss of Recording Studio and library privileges and/or constitute grounds for civil or criminal prosecution.

Customer Signature: _____ Date: _____

Library card number: _____