



## DIGITAL CONTENT CREATION USER POLICY

### BPL Podcast Studios

#### **Mission:**

BPL Studios at Bridgeport Public Library is making accessible the art of podcasting, and audio and video production by providing an inclusive space for community members to express their unique voices. Our mission is to empower the community by offering state-of-the-art recording facilities and staff support, fostering a collaborative environment where creativity thrives. BPL Studios aim to amplify diverse perspectives, strengthen community bonds, and enrich the public library experience as a hub for innovation and self-expression.

*These policies aim to create a positive and equitable environment for all users of the podcasting and recording studios at the Bridgeport Public Library.*

#### **Policy:**

1. BPL Studio users must adhere to all Library Policies, including the Library's Code of Conduct, Internet Safety and Computer Use Policy. The creation of content that violates the Internet Safety and Computer Use Policy is not permitted.
2. No obscene or unlawful content may be recorded, edited, designed, downloaded, or generated in any form. Users must comply with copyright laws, intellectual property rights, and all laws governing the creation and dissemination of content.
3. The Library only provides access and use of equipment and technology and is not responsible for any legal issues arising from the creation, use or distribution of recorded content. Content created by the users does not represent the views, thoughts, or opinions of the Bridgeport Public Library.
4. Occupancy must not exceed maximum limits set for each recording studio.
5. No food or drink is permitted in the podcast and recording studios. Signs and decorations may not be taped or stapled to walls, doors, or glass windows. Use of glue, paint, and other craft supplies is prohibited.
6. Equipment and furniture may not be removed from the Studio. Wired equipment may not be moved from the workstation at which it is set up. Users must report any technical issues or damage to library staff immediately.
7. Studio users are expected to leave the room clean and in its original condition. Setup, breakdown, saving of work, and clean-up times are to be completed within the reserved time.
8. The library reserves the right to terminate Studio sessions at any time without prior notice.
9. Failure to comply with this policy may result in loss of studio access privileges.

Approved by the Library Board of Directors: February 2024