

# BRIDGEPORT LIBRARY

## BPL Podcast Studios

### **Procedures:**

- The podcasting and recording studio facilities are available to Connecticut Public Library card holders, aged 18 and above. A valid library card and a valid photo ID must be presented at the time of check in along with signed Podcast and Recording Studio Agreement.
- Patrons may reserve up to ten hours of studio time per month, as available. Studio time is booked in two-hour to four-hour increments. Patrons who have reached their monthly ten-hour booking limit may continue to use studios on a walk-in basis in two-hour increments, if the studio is available. Patrons using the studios must vacate the studio by 15 minutes prior the Library's closing time.
- Reservations can be made on the library's website, in person, or over the phone. Studios may be reserved up to a month in advance or on a walk-in basis, if available. Users must arrive within 15 minutes after a reservation's start time. After 15 minutes, the reservation will be cancelled. Reservation times will not be extended for late arrivals. Users must cancel reservations at least 24 hours in advance to avoid penalties. Five no-shows within calendar year will result in the forfeiture of Studio privileges. Groups may not obtain additional reservations by having different members of the group make a reservation for the same or similar groups. In the event of inclement weather, it is the patron's responsibility to confirm the building is open.
- Patrons must check in at the info desk and fill out the Podcast and Recording Studio agreement.
- Studio users are responsible for familiarizing themselves with the equipment and software in the studio. Watching the library's orientation video or attending an Intro to Podcasting session is required for first-time users.
- Users are responsible for the proper use and care of all equipment. Patrons may not connect personal equipment without prior approval.
- Users may save their media to a private cloud server or must bring their own large-capacity storage drives (USB recommended) to save their work. USB flash drives are also available for purchase at the library. Files must be saved or exported before the end of the booking. All files saved to the library's computers will be erased after each session.
- Studio users must check out with the library staff member upon their departure; the staff member will do a walkthrough while the patron completes a brief survey regarding the Studio services.
- The library does not provide one-on-one production or recording assistance in the studio. User proficiency in using computers, software, and recording devices is required; patrons can take advantage of free computer classes available in the library.