

Destin Library Cass/Carvel Digital Media Lab Policy & Procedures

The Destin Library is pleased to provide use of meeting rooms for the public. This service brings the resources of the Library and the interests and activities of the community together. You must be a library cardholder in good standing to reserve any of the meeting or instructional spaces. Preference will be given to educational and cultural programming and to community service groups. The following requirements apply:

1. Meeting and instructional spaces are not to be used for personal or private financial profit, advertising, or solicitation of business. No admission fee may be charged; however, a fee for resource materials, books, or payment for a program speaker may be collected upon approval from the Library Director.
2. Granting permission for use of meeting and instructional spaces does not imply Library endorsement of the aims, policies, or activities of any group. Any representation regarding sponsorship by the Destin Library or the City of Destin is prohibited without prior permission of said entity.
3. Any group reserving a meeting or instructional space must have an adult (18 years or older), parent, or legal guardian in the room at all times that the room is occupied. The exceptions to this are the small study rooms, which can be used by students of any age, and the Cass/Carvel Digital Media Lab, which can be used by students ages 16 and up without adult supervision.
4. No alterations are to be made to the space. This includes, but is not limited to, posting materials on the walls or windows. Easels and whiteboards can be made available.
5. Programs/meetings/classes must be held during regular library hours, and must conclude no later than 15 minutes prior to the Library's scheduled closing time. The exception to this rule is our Calhoun Room, which has a separate entrance which can be used after hours. However, there will be no access to the library stacks, as they are secured after normal library operating hours.

Room specifications:

- Minimum capacity required: 1
- Reservations must be made during regular Library hours with adjournment 15 minutes prior to the library's scheduled closing time
- Patrons who will not be actively recording audio or visual material may be scheduled to use the Digital Media Lab simultaneously, one per computer station. Please make sure you indicate to Library staff if you plan to record during your reservation
- Excessively loud activity is discouraged, and patrons who are disturbing other library users will be asked to leave the Lab
- Recording of lewd material is not permitted, and patrons attempting to record lewd material will be asked to leave the Library
- Patrons may bring digital resources on their own storage devices for use at our editing stations. These storage devices will be subject to a virus scan before use
- Digital Media Lab hardware (cameras, microphones, etc) **cannot** be removed from the Library building
- Any program installations must be approved with the Library Director and City IT Department
- Files **cannot** be saved on the editing station computers. Patrons must bring their own storage devices to save their projects. Any unsaved files will be automatically deleted at the end of the day
- Any damage to Lab equipment should be report to a Library staff member immediately. Patrons may be charged for the replacement of damaged equipment
- The cardholder requirement can be waived for this instructional space with approval from the Library Director