

The Studio is Geneva Public Library District's (GPLD) digital production space. Use of the Studio is intended as a workspace for those actively engaged in recording and editing voice, video, and photography. Use of the Studio requires adherence with all Library policies, guidelines, and local fire safety regulations.

GPLD cardholders who are at least 16 years of age may reserve a two-hour time slot up to seven days in advance. Patrons under the age of 16 must have adult supervision to use the Studio. Time may be extended beyond two hours if no one is waiting to use the room. Multiple time slots may not be reserved. Walk-ins are welcome when room is not in use or reserved. Reservations will be held for a maximum of 15 minutes.

Any individual reserving the use of the Studio must assume responsibility for use of the space and equipment available for use in the Studio. The Studio and equipment must be used in a reasonable manner and GPLD may deny use of the space or any equipment to any individual(s) who does not take proper care of the space, recklessly uses the equipment, or otherwise violates Library policies.

Non-cardholders may use the Studio on a walk-in basis and will be required to provide a photo ID to enter the Studio. Capacity is limited to five users.

This policy is not all-inclusive. Approval of situations not described above will be determined by Library Administration which is authorized to establish reasonable regulations governing use of the Studio.

Approved 1/27/2022