

Gaming & Sound Room Policy

The Shelby County Public Library is excited to offer the use of a Gaming & Sound Room to staff and patrons. Within the Gaming & Sound Room, we will offer gaming computers and the use of a sound room for video/audio recording. The room(s) will need to be reserved for use. No food or drink is allowed in these rooms. Patrons must follow our behavior and computer use policies at all times.

Gaming Computers Information

Gaming computers are to be used for programming and entertainment use.

1. Computers are for use by 13–19-year-olds. Ages 10-12 may use with a parent present.
2. Drop-in adult hours will be posted on a regular basis and subject to availability.
3. Gaming computers will need to be reserved for blocks of time.
4. Patrons will need to sign in upon arrival and sign out when they are done.
5. No food or drink is to be in the room.
6. All equipment in the room stays in the room.
7. New game downloads will need to be approved by a staff member with admin permission.
8. If the sound room is being used, please be aware and keep your voices lower.
9. There will be antibacterial wipes to wipe down the keyboards, mice, and headphones after use.
10. Log out of all accounts when finished.
11. When signing out with staff, allow time for the *Gaming & Sound Room Sign-Out Sheet* to be completed.

Sound/Video Room Information

The equipment in this room is to be used for sound and video recording only. There will be no gaming on this computer.

1. Any age is allowed to use the sound/video room. Children under 13 need to be accompanied by an adult.
2. The sound room will need to be reserved for blocks of time. We cannot guarantee the extra use of time.
3. Patrons will need to sign in upon arrival and sign out when they are done.
4. Up to two people may be in the booth at one time.
5. The Sound Room may be used for academic, personal, or entertainment purposes and requires prior authorization from staff.
6. Patrons may set up a consultation by using our “Book a Librarian” form to learn how to use the Sound Room.
7. No food or drink is to be in the room.

8. All equipment in the room stays in the room.
9. The person reserving the booth is responsible for procuring the rights to record any material that is subject to copyright.
10. Projects cannot be saved to the computer; saved items will be erased from the computer every 24 hours. Save projects externally (Cloud, Google Drive, USB drives, etc.).
11. No downloads are allowed.
12. While the room is soundproof, it is not 100% soundproof and extraneous noises may come through.
13. Log out of all accounts when done.
14. There will be antibacterial wipes to wipe down the keyboards, mice, and headphones after use.
15. When signing out with staff, allow time for the *Gaming & Sound Room Sign-Out Sheet* to be completed.

Gaming & Sound Room Sign Off Sheet

Allow time at the end of your session for the *Gaming & Sound Room Sign-Out Sheet* to be completed. This is to ensure the rooms are properly maintained and are being treated respectfully.

Policy Violations

If you violate this policy, your rights to use the room(s) may be suspended or you may be barred.

(Library Board of Trustees approved May 5, 2022)