

Digital Media Lab-DML

The purpose of the digital media lab is to provide Library patrons with a space where they may use various digital media technologies that support their educational, professional, and personal goals and endeavors.

Procedures

The digital media lab will be available on a first-come, first-serve basis unless previously reserved. Reservations can be made by calling 928-759-3043. Reservations need to be made at least 24 hours in advance. A valid library card, in good standing, is required to check out the room and all equipment.

The digital media user accepts financial responsibility for any and all damage caused to the building and/or equipment beyond normal wear.

Use of the DML is limited to YLN library card holders.

All users must fill out a Makerspace Agreement before using the room. Once an agreement has been filled out it will be put on file and a note added to the card holder's account.

No food or drinks are allowed in the media lab.

Users must check out the room and equipment from the Help Desk.

The room can only accommodate 10 people or 10 checkouts at a time.

The room and equipment can be checked out for three hours and, if needed, time can be extended. If a user goes past the three hour limit, a fee of a \$1.00 per hour will be charged.

All equipment available in the DML must stay within the Library. It is the responsibility of the user to delete and/or remove any of their files (digital or print) from Library equipment in the media lab. The Library is not responsible for equipment or files (digital or print) left behind by users. Any files that remain on the desktop or SD cards will be deleted.

Library staff is not available to assist in the transporting and transferring of supplies, equipment, or furniture to and from the media lab.