



John & Ann Gourley Media Lab Agreement

Please review the terms and conditions on the next page. Acceptance and compliance with these provisions is required for your use of the space, tools, equipment and materials.

Name: _____

Phone or email: _____

Media Stream Certification

Check the box for each media stream certification

Podcasting & Music ☐

Photography & Video ☐

I have read this agreement, read the training guide, completed the skills checklist(s), and accept the terms of this agreement by signing below.

Signature_____Date_____

Printed Name_____



CEHPL Media Lab Terms of Use

July 2022

Terms of Use

- To use the Media Lab equipment independently, you must complete virtual or in-person certification.
- The Media Lab is open for booking by certified patrons only.
- Groups are to designate one certified member to make the booking, and assume responsibility for the room and equipment while in use. Limit of 4 people.
- Media Lab equipment is available by appointment only. Patrons can book online or by calling the Truro Branch.
- Reservations are first come first served and for 2-hour sessions.
- Bookings can be made a month in advance, with bookings usually limited to once a week per individual/group. Limited exceptions may be made at the discretion of library staff.
- The final session must conclude at least 30 minutes prior to closing.
- No food or drink in the Media Lab
- Please inform library staff when you are finished.
- Must be 16 years of age or older to book equipment. Underage children are the responsibility of the certified adult and must be supervised at all times.
- Booking of equipment is for independent use. Staff are able to provide basic troubleshooting, but certified patrons will facilitate their own projects.
- Patrons are responsible for saving their work on an external storage device at least 10 minutes before the session ends.
- A failure to comply with these terms could lead to having privileges revoked.

Safety Guidelines

- If you are feeling ill, please stay home and rebook for another time.
- Sanitize your hands when you arrive and before you use any equipment.
- Incorrect use of the audio equipment may result in temporary or permanent hearing loss.
- Incorrect use of the photography equipment may result in eye strain or damage.

CEHPL Media Lab Stream Skill Checklists

July 2022

Podcasting/Music

Sign	Skill
	I know the sequence of how to turn the Podcasting and Music equipment on and off safely.
	I know how to use the Presonus Studio 26 audio interface and how to attach sound sources (such as microphones, instruments, MIDI keyboards, and drum kits) and how to use them.
	I know how to use the Headphones.
	I know the Podcasting and Music software available on the iMac and how to access the Logic Pro software and save my work in this program.

Photography/Video

Sign	Skill
	I know how to use the Headphones.
	I know how to use the Ring Light.
	I know how to use the Umbrella Lights.
	I know how switch the drop cloth backgrounds.
	I understand how to use the DSLR Camera and Video Camera.
	I know the Photo and Video software available on the iMac and how to access the Final Cut Pro program and save my work in this program.