DIGITAL MEDIA CREATION POLICY

In accordance with its mission as a "connector to information and ideas," and in alignment with its guiding principles, Hamilton East Public Library recognizes the value in providing patrons access to technology as well as space and resources that support creativity. To that end, the library provides hardware and software for the purposes of digital media creation.

Use of digital media equipment and software is guided by the library's Electronic Resource Use Policy. Due to the specialized nature of the equipment and software, more specific procedures may also apply.

ACCESS

The Library's digital media creation computer stations, equipment, and lab spaces are intended primarily for designing, producing, and editing digital media (e.g. video editing, graphic design, web development, photography.) Access to digital media equipment and software is a privilege and requires acceptable identification and acceptance of the Computer Use Agreement.

Children may also access digital media creation hardware and software – however, the library reserves the right to require adult supervision for certain equipment.

LEGAL AND TECHNICAL CONSIDERATIONS

While data files are temporarily stored on lab machines during use, it is for the duration of the current usage session only. The files will be deleted when the session ends. Users are responsible for providing their own method of permanent storage.

Due to the large size of many digital media products, the library circulates external hard drives to library cardholders.

Downloaded information may contain viruses, so users need to have virus protection software on their own computers when sharing files across removable media.

Patrons who lose or damage borrowed digital media equipment will be charged the replacement price for the item and borrowing privileges may be suspended in accordance with the Circulation of Materials Policy.

HEPL is not responsible for damage to a patron's removable media or computer, for any loss of data, or any liability that may occur as a result of using the Library's computers, digital media hardware and software, or wireless network.

Approved by Hamilton East Public Library Board of Trustees – October 2015; revised October 2019