



Digital Media Lab Usage Policy

Purpose

Whether you're recording a podcast, editing a social media video for your startup, or experimenting with music, the Digital Media Lab (DML) has the equipment and software you need. Designed for creators, learners, and small teams who want to explore or build basic digital skills, this free-to-use audiovisual recording and editing space provides the community with digital and content creation resources and services that enable everyone to participate in the digital world.

The Digital Media Lab, located in the Meriden Public Library, is intended primarily for use by Meriden City Hall and Meriden Public Library for its functions. However, the Library also encourages public use of the DML by appointment during its scheduled hours of operation, in keeping with the Library's commitment to inspire lifelong learning, create possibilities and strengthen our community. The goal of the DML is to provide resources to the community to discover equipment, devices and software to create digital content that they may not otherwise be able to access.

Please note that this is an "amateur" recording studio. The sound quality of the room is not comparable to a professional studio. The DML is an opportunity to work with quality equipment and introduce you to the production process; it does not guarantee a perfect product like in a professional studio. We encourage you to bring your own headphones or to avoid peak teen room hours (2pm-5pm) to mitigate distractions.

General Guidelines

All Digital Media Lab (DML) reservations, whether generated by the public or the library staff, will be considered in terms of the criteria listed below.

- First time DML users must complete a 30-minute orientation appointment prior to booking. An appointment can be made by calling 203-630-4757 or emailing mplcommunityservices@gmail.com.
- A 1-hour, 2-hour, or 3-hour reservation may be requested on a first come, first served basis up to one week in advance. Priority booking will be given to Library programs, City of Meriden municipal, boards, commissions, departments, and designated related organizations. Shorter reservations may be available if the schedule permits.

- Individuals must be 18 years of age and older to reserve the DML. Any users under the age of 18 must be accompanied by a responsible adult. Children under the age of 12 are not permitted.
- Use of the DML constitutes agreement to abide by the Library's [Code of Conduct Policy](#) and Library's [Internet and Computer Use Policy](#).
- Food and drink are not permitted in the Digital Media Lab, in accordance with the [Code of Conduct Policy](#).
- Patrons seeking general computing activities, (e.g. word processing, web browsing, sending emails, social networking, or gaming) will be directed to the public computers in the main library.
- Before use, individuals wishing to utilize the DML are required to sign a waiver in acknowledgment of this usage policy.
- A reservation can be made by calling 203-630-4757 or emailing mplcommunityservices@gmail.com.

Equipment Use

- A Meriden Public Library staff member will be present during all session bookings.
- The individual or group who reserves the Digital Media Lab must stay in the lab throughout the session. Users must be present at all times while projects are digitizing or rendering.
- Users must bring their own flash drive or external storage device large enough to save their data. Project data will be deleted at the end of each day. Staff will not convert media or finalize projects in the absence of the content owner.
- DML users are responsible for familiarizing themselves with the equipment and software in the DML. Staff are available to assist you, but they will not engineer or manage your session.
- The Library is not responsible for any injuries caused by improper use of equipment.
- Users may not install any programs on DML equipment.
- The individual that reserves the DML is responsible for equipment and accessories used, as well as the behavior of accompanying users. The space must be restored to its original condition by the end of each session.
- As a shared space, users should be mindful that the DML is not completely soundproof. The Library reserves the right to terminate any session that is deemed inappropriate, offensive, or violates the Library's [Code of Conduct Policy](#).

- No obscene, explicit, dangerous or unlawful content may be recorded, edited, designed, downloaded, or generated in any form. Users must comply with copyright laws, intellectual property rights, and all laws governing the creation and dissemination of content.
- The Meriden Public Library is not responsible, nor retains any rights to, content that is produced in the DML.
- Any views, thoughts, or opinions expressed by DML users are solely those of the users and do not reflect the views, policies, or positions of the Meriden Public Library.

Approved by the Meriden Public Library Board of Trustees, August 25, 2025.