

THE DOROTHY LUMLEY MELROSE CENTER FOR TECHNOLOGY, INNOVATION AND CREATIVITY

TERMS OF USE

Requirements for Center Access

- Prior to using Center services, users must complete an orientation and register for a resident library card or a Melrose Center card. Cardholders are required to have photos added to accounts. Accounts must be considered in good standing, meaning that all fines must be paid and any other outstanding issues on the account must be resolved.
- Prior to reserving a studio or editing bay, cardholders must receive the required orientation and training for the desired access and demonstrate proficiency in using the equipment based on a hands-on assessment. Library staff reserves the right to require users to receive further orientation and training if proficiency is not met.
- To reserve equipment/space in the Center, cardholders must be 18 years old or older. Children under 18 years old must be accompanied and supervised by an adult (18+ years of age) at all times.

Security

- The studio door automatically locks when closed and is accessible only to those with an authorized Access Card. Security of personal items is the responsibility of the cardholder.
- While using a studio, an Access Card will be provided to the cardholder. Failure to return the card prior to leaving for the day will result in a \$20.00 charge to the card holder's account. Return of the card does not result in waiving the charge.
- The Center is video monitored.

Personal Equipment

- All personal equipment and items must be removed from the studio at the end of the reservation. Equipment cannot be left overnight in the studio.
- Setup, breakdown and clean-up are built into the reservation time. Studio must be restored back to its original condition by the end of the reservation time. There is no grace period.
- No personal equipment can be connected to any library equipment without prior knowledge of and approval by Center staff.

Financial Responsibility

- The cardholder who reserves the studio is financially responsible for the full cost of any damaged or missing equipment. An equipment review will occur between the cardholder and Library staff prior to and after use of studios.
- Any damage or technical problems related to the equipment must be immediately reported to a staff member. Please do not attempt to troubleshoot.

Rules of Conduct

- Center visitors agree to adhere to the Library's Rules of Conduct.
- No drinks or food are allowed in the Center. Bottled water is allowed in Tech Central and the Creative Workspace.
- It is not permissible to create items considered to be weapons or materials containing visual depictions that are obscene, contain child pornography, or which may be considered harmful to minors.

Reserving Time in the Center

- The cardholder who makes any reservation for equipment or space must be present at all times.
- Certain charges to use the Center may apply based on service used and cardholder status. Please see a staff member for details.
- You may use the editing workstations to access the Adobe Creative Suite and other applications for up to 3 hours per day. These computers are reserved for creative projects associated with Melrose Center type activities.
- To reserve a studio, editing bay or equipment, you can do so in-person at the Melrose Center or call 407-835-7323. To reserve the Audio, Video and Photo Studios, you must do so 2 full business days in advance.
- Any studio or equipment reservation must be cancelled no later than 2 full business days prior to the reservation date in order to avoid the Late Cancellation fine. For instance, if an appointment is for Friday, the cancellation must be made no later than 11:59pm Tuesday. These same rules apply for weekend days as we are open 7 days. If cardholder is late after the first 15 minutes of reservation time, access to the studio or equipment will not be granted and the Late Cancellation fine will be assessed.

Privacy

- The Orange County Library System is not responsible for the loss, theft or damage of files. Users are responsible for transferring or saving all files to their personal cloud server or to their personal external drive. Computers will be rebooted after the reservation time period ends and all files saved on the computer will be deleted.

Intellectual Property Rights

Users shall respect Intellectual Property Rights. The Orange County Library System is not responsible for any infringement of Intellectual Property Rights that may occur.