

## RECORDING STUDIO CHECKLIST

Users should make a reservation to use the studio prior to arrival. If patrons wish to use the camcorder, call the library at 1-319-653-2726 or talk to a staff member.

Sign in at the circulation desk upon arrival and sign out when finished.

The following recording platforms are provided by the library: Garage Band, Audacity and Rodecaster. No outside platforms are allowed.

Users must be 18 years and older to use the studio; users between the ages of 13 and 17 may use the studio if accompanied by an adult.

No more than 4 users in the recording studio during the reserved time. Any guest of a user must be approved by WPL staff.

Vulgar or obscene material is not allowed.

Users must save their own recording/material to their own device.

- mini SD, 64 GB or higher for camcorder

- flashdrive or SD Card for Mac Studio (available for purchase at the circulation desk after filling out a materials request form)

All recording work is purged daily from WPL Mac Studio.

The Studio is available for reservation for 2 hour blocks up to 6 hours weekly/user.