

Pine River Public Library District

Media Hub Policy

The Media Hub is to be used primarily for education, digital content creation, and historic preservation purposes. Individuals may reserve up to two weeks in advance. The Media Hub should not be used as a regular substitute for work space. For full requirements and details see the Media Hub Use Agreement available at the library or on the library website.

All activities conducted in the Media Hub shall be done in accordance with all applicable laws, including copyright and licensing laws.

The Media Hub shall be available for use on an equal opportunity basis. Library events will have first priority. Granting of permission to use library facilities does not constitute an endorsement by the Library Staff or Board of Trustees of the user, organization, or the content created.

1. Before using the Media Hub, users must read and agree to the terms of the Media Hub Agreement available at the library or on the library website.
2. Projects and materials may be subject to approval by staff prior to use of equipment.
3. PRL does not accept responsibility if a project is destroyed, does not print correctly, or does not work.
4. PRL reserves the right to halt, delete, or disallow the creation of items that are illegal or violate PRL policy.
5. PRL is not responsible for equipment, belongings, or files left behind.
6. Food and beverages without lids are prohibited in the Media Hub.
7. Library staff may enter the Media Hub at any time.
8. Individuals or groups utilizing the library's Media Hub shall not alter existing settings on any library equipment.
9. PRL is not responsible for damage to any patron's device or computer, or for any loss of data, that may occur while using Library equipment.
10. Individuals or groups or using the library's Media Hub shall be responsible for damage to the room and its contents, including any library equipment. A charge, up to full replacement costs, will be assessed for any necessary repairs or special cleaning.

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11. The library reserves the right to revoke permission to use the Media Hub to any individual, group, or organization that violates or refuses to comply with the rules and regulations established for use of the Media Hub.

Exceptions to the policy may be made with approval by the Library Director.

Submitted to the Board of Trustees by Brenda Marshall: April 2022

Approved by the Board of Trustees: May 2022