



## Dandenong Library Recording Booth – Conditions of Use

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### Patron Information

#### Conditions of Use



You must have your own valid City of Greater Dandenong Libraries card (with web access) to use the Recording Booth.

Users under 18 years of age must have parent or guardians consent in the form of web access. A parent or guardian **must** complete the induction process with any user under 16 years.

The Recording Booth can be used by patrons 12 years and over.

Parent or guardians are responsible for any damaged caused by their child.

Anyone wishing to use the Recording Booth **must** complete the induction process prior to making a booking.

By using the Dandenong Library Recording Booth you are agreeing to abide by the Conditions of Use.

No more than three people are allowed in the Recording Booth at one time.

Material displayed on the screen must be appropriate for a Public Library setting. You must not access or transmit any material of an offensive or derogatory nature.

No food or drink of any kind is permitted in the Recording Booth.

Do not move the computer/mixer, install any programs or tamper with settings on the library equipment.

The library takes no responsibility for any virus, equipment failure or loss of data.

Anyone wishing to use the Recording Booth **must** have an active CGDL library card.

All Recording Booth bookings may be made for up to two hours per day, with the option for extended time if no other users are booked in.

Usage can be extended if no bookings are pending. Users will need to speak with staff if they wish to extend closer to the end of their booking.

Users must comply with staff directives in the interests of fairness and the smooth running of the service.

The Recording Booth must not be left unattended unless door is locked.

Users must leave the Recording Booth in the same state in which they found it, and ensure that they have followed the correct Check In/Check Out Procedures.