



ROUND ROCK PUBLIC LIBRARY AUDIO PRODUCTION DESK AGREEMENT FORM

I agree to abide by this Audio Production Desk Borrower Agreement:

- _____ Three (3) hour checkout. No extensions.
- _____ All peripheral equipment, such as wires, audio converter, microphones, headphones, keyboard, and etc., are not to be borrowed or taken away from the library workspace. An inventory will be taken after each reservation ends.
- _____ All audio files I create will not remain in the desktop; they will be deleted shortly after my reserved time ends. I must upload these files to my own private cloud storage, or onto a USB zip drive.
- _____ No library staff will be available to assist with using this equipment after its initial setup.
- _____ I am responsible for the care of this equipment while I am using it and may be financially liable for any damages caused during my reserved time.
- _____ I will comply with all state and federal laws and the Round Rock Public Library Internet Acceptable Use Policy (available on request). I understand that open, unsecured wireless network computers are freely and easily accessible with little regard to who is using the network at any time. Due to this inherent insecurity, I will not hold the Round Rock Public Library or the City of Round Rock responsible for data loss, breach of confidential information, or interception of any confidential information that may be the result of malicious activity by another wireless user, website, or software on this wireless-connected PC. Wireless users are cautioned against using online banking, auctions, email, and any other type of Internet-based activity that exposes clear text usernames and passwords.
- _____ Usage of copyrighted materials in my recording process, by importing the files from the Internet or any other source, is strictly prohibited.
- _____ I will not violate any state or federal statute including those regarding obscenity, pornography, and the delivery of any such material to minors.
- _____ I understand and accept that my failure to comply with this Round Rock Public Library Audio Production Desk Policy may result in suspension of Library privileges and/or other appropriate legal action.

Borrower Signature: _____ **Date:** _____

Borrower Printed Name: _____ **Borrower No.** _____