

USE POLICY SOUND RECORDING EQUIPMENT

Adopted 8/18/2026

Marshalltown Public Library offers sound recording equipment for in-library use and sound quality improving panels in Study Room 5. The equipment includes four microphones with stands, four pairs of headphones, a sound mixer, and a laptop with sound editing software, which will be available for in-library checkout. The following policy outlines the rules for use of this equipment within the library.

1. Customers must have a current library account in good standing to use the sound equipment. “Current” is defined as having library privileges and contact information up to date. “Good standing” is defined as a library account having fines or fees of less than \$10.00. Cardholders who have “Temporary,” “Educator,” or “Nursing Home” cards are not eligible to use the sound equipment.
2. All users of the recording equipment **are required to attend an orientation prior to using the equipment independently**. At the orientation, an explanation of the available equipment will be provided along with a copy of this policy and the library’s behavior policy. Patrons will also have to complete a user agreement annually. Patrons should expect to operate the equipment independently after completing orientation. Library staff may be available to provide basic assistance when possible, but patrons should not expect library staff to operate equipment for them.
3. Adults may use the equipment independently after completing the orientation and user agreement. Students grade 7th and up can use the equipment independently after completing an orientation and signing the user agreement. Students younger than 7th grade must be accompanied by an adult and have a parent or guardian sign the user agreement to use the equipment.
4. The sound recording equipment can be used once per week, for up to four hours at a time (this includes set up, breakdown, and time for file transfer). Use of the equipment may be extended if it is not booked for other users and there is an available meeting space. Sessions must end 30 minutes before the library closes. The equipment must be reserved in advance, and is not available for walk-in use. Users who have completed their orientation and user agreement may contact the library’s Information Desk in person, over the phone, or book online. They should be sure to choose that they want to use the recording equipment when booking the room online. Equipment may be booked up to three months in advance.
5. Patrons are responsible for the equipment during their scheduled sessions. The signer of the user agreement is financially responsible for any damages or loss to property. Equipment should remain in the space booked for its use, and should be handled carefully. Food and beverages are not allowed when handling equipment. Water in a sealed container is allowed. **Any damaged or malfunctioning equipment should be reported to library staff immediately.**

6. Customers must provide their own storage to save their work (USB drive, SD card, cloud storage) and should budget time in their reservation window to transfer files. All files saved to the laptop computer will be erased after each session, so patrons should ensure that all files have been transferred before leaving the library. The library is not responsible for altered, unsaved, or corrupted work.

7. Study Room 5 has sound dampening panels but is not completely sound proof. If the sound heard outside the room is too loud, patrons may be asked to stop recording and or reduce their volume. The Marshalltown Public Library reserves the right for staff to enter the room at will.

8. Patrons may not create items in violation of copyright infringement or intellectual property rights.

9. The Marshalltown Public Library, the City of Marshalltown, the Library Board of Trustees, and the Friends of the Marshalltown Public Library neither endorse, approve, or disapprove of the aims, policies, viewpoints, or activities of the individuals using the sound equipment.