

Policy 530.4 / Building Use

Digital Media Lab (DML)

The Richard and Rae Rupp Srch Digital Media Lab (DML) is intended for use by patrons who wish to create and edit audio files, use graphic design programs, digitize photos and film, create documents using digital dictation tools, VHS/Vinyl/Cassette conversion hardware, etc.

- Patrons must be registered library cardholders.
- Patrons between the age 14-17 can use the DML with consent of parent/guardian.
- Patrons under the age of 14 may use the DML, when under direct supervision by a parent (or guardian age 18 or older) who is present in the room at all times.
- The DML's capacity is 2 people maximum.

The DML may be reserved up to two weeks in advance. Reservations will be held for 10 minutes after the designated start time before the room is made available to another user. A reservation is limited to two hours per day. Time may be extended by one hour increments when no one else is waiting for a room. The DML must be vacated 15 minutes prior to the library closing.

Approved 07/27/2022

See related policies: Public Information, Services, and Networks policy (Policy 643) and the Villa Park Public Library Patron Conduct policy (Policy 568).