# Ellis Library & Reference Center Podcast Studio Guidelines

Monroe County Library System's Podcast Studio, located at the Ellis Library & Reference Center, is designed for patrons who want to record their own podcast with high quality, professional equipment.

## Booking the Podcast Studio

- The room is available to all individuals or groups who wish to use the library's recording equipment.
- All users must book the room in advance with Brian Burchette via Brian.Burchette@monroe.lib.mi.us and complete a brief orientation with the library's Recording Staff before using the room.
- No drop-ins will be accommodated.
- This space can only be used for recording projects, other uses such as study groups or meetings are not allowed.
- The room is not considered reserved until the library confirms the reservation in writing.
- The maximum time for each reservation is 2 hours.

## Using the Podcast Studio

- Food is not permitted in the Studio without advanced permission from library staff.
- Users must supply their own SD card, and it is the user's responsibility to save recording data and secure it before they leave the space.
- Studio includes: 4 mics, headphones, and soundboard. Editing equipment is not supplied. All editing is the responsibility of the user.
- Monroe County Library System does not provide site hosting or downloading of any podcasts to any server.
- Equipment is to remain plugged in and in its location within the room. Adjustments to equipment requires recording staff permission. Adjusting microphones is fine.
- All MCLS policies must be followed when using the podcast space. Users will be asked to leave, and prohibited from using the podcast equipment if these policies are not followed.
- Recordings made in the studio are not sponsored by or made in partnership with the Monroe County Library System, all views expressed during podcasts are the views of the users and are not endorsed by the Monroe County Library System.