Recording Booth Policy – Victoria Wolf Recording Booth

The Peter White Public Library and the Superiorland Library Cooperative have partnered to provide a free community resource to meet your audio recording needs. The booth can be used to record podcasts, music, interviews, oral histories, and more.

Getting Started

The recording booth is available to patrons in good standing at one of the Superiorland Library Cooperative's member libraries who are at least 14 years old.

Superiorland Library Cooperative Member Libraries

Alanson Area Public Library	Ishpeming Carnegie Library	Roscommon Area District Lib
Alpena County Library	Lake Linden-Hubbell School Public Library	*Lyon Twp. Branch Library
Bessemer Public Library	L'Anse School Public Library	Spies Public Library
Calumet School/Public Library	Mackinac Island Public Library	St. Ignace Public Library
Carp Lake Township Library	Manistique School/Public Library	Superior District Library
Crystal Falls Community Library	McMillan Township Library	*Bayliss Public Library
Curtis Township Library	Menominee County Library	*Brevort Twp. Library
Devereaux Memorial Crawford County Library	Munising School/Public Library	*Curtis Public Library
*Frederic Community Library	Negaunee Public Library	*Detour School & Public Library
Dickinson County Library	Ontonagon Township Library	*Les Cheneaux Community Library
*North Dickinson Library	Oseola-Dollar Bay School/Public Library	*Mollie R. Kahl Community Library
*Norway Branch Library	Peter White Public Library	*Pickford Community Library
Escanaba Public Library	Portage Lake District Library	Wakefield Public Library
Forsyth Township Library	*Hancock Sch/Public Library	West Iron District Library
Gladstone School/Public Library	Republic Michigamme School/Public Library	
Ironwood Carnegie Library	Richmond Twp. Library	

* Indicates a branch Library

Patrons interested in using the sound booth, who do not reside in a community receiving services from the Superiorland Library Cooperative should contact the Cooperative to make arrangements for use. 906-228-7679

First time users – Before using the sound booth, users must have completed an orientation session and present verification of completion to staff prior to their first booked session. This orientation session will familiarize the user with the equipment available in the recording booth. <u>The library does not provide an engineer for your session, patrons are expected to have a good understanding of computer systems and technology.</u> A list of resources will be available to assist patrons who are in need of more intensive technical support.

Audio Files – The library cannot guarantee that files left on computer equipment will be secure. In the interest of privacy as well as security of files patrons must make storage arrangements for their recorded files. Large capacity flash drives, external hard drives or cloud storage (iCloud, Google Drive, etc) are all options. For your convenience, flash drives may be purchased in the Peter White Public Library first floor vending area. To ensure patron privacy, recordings should be removed from the library computer at the end of each session.

Equipment – The recording booth has the following equipment (or its equivalent) for public use.
- Lenovo laptop with PreSonus Studio One and Audacity software
- 2 x Blue Yeti microphones with pop filters
- 2 x Audio-Technica ATH m30x headphones
- HM-4 4-way headphone amplifier
- 1/8" to ¼" cord (connects from one microphone to the headphone amplifier)
- Connection Panel (for connecting personal equipment outside the booth to SLC equipment in the booth)

Patrons may bring their own audio equipment to use in the sound booth, and may use the equipment provided in conjunction to their equipment as they see fit. Please remove all personal equipment from the room when the recording session is completed.

Patrons are responsible for tidying the area at the end of their session and must be finished with all cleanup (including file transfers) by the end of their scheduled session time. Please leave the booth in same condition as you found it. If for some reason, you identify damage or a problem with the equipment, please contact reference desk staff right away to make them aware of the problem.

Food and Beverages - Absolutely no food is allowed in the recording booth, and the only beverage allowed is water in a covered container.

Damage or Theft - Patrons who damage or steal equipment will be banned from future reservations, and will be required to pay restitution and/or be subject to criminal prosecution.

Maximum Capacity – This booth is not large, recommended occupancy is 4 adults. Please consider the size of the booth and do not exceed its limitations. Please note that under no circumstances are the furnishings in the booth to be removed or rearranged, additional seating may be added if necessary.

Booking Policies

- **Booking a session –** After registration and orientation sessions are completed, patrons may book a session using the scheduled hours available.
- **Booth Hours** - The booth closes one hour before the library's regular closing time.
- **Sessions per month** - Patrons are allowed to reserve the booth 4 sessions per month, and sessions may be scheduled back to back.

Checking In - Users must present a photo ID at the Reference Desk before attending their session.

- The individual who booked the session must be present during the session.
- If you must cancel, please give as much notice ahead of time as possible.
- Patrons arriving more than 30 minutes late without providing notice, will be considered a 'no-show' the booked session will be released and other patrons will be allowed to use the recording booth. Patrons who arrive more than 30 minutes late or do not arrive at all more than once may have future sessions cancelled.