



Digital Media Lab (DML) Policy and Procedures

- DML users must be 14 years of age or older.
- The DML is available to make use of the equipment in the room, for interviews or other virtual meetings using the DML laptop or a personal laptop, or for taking a test.
- The DML can be reserved in advance for two-hour sessions. Call 215-635-5000 to make a reservation. Reservations will be held for 10 minutes after they were scheduled to begin and will be released if the reservation holder has not appeared. Sessions longer than 2 hours can be arranged under special circumstances with the express permission from the Head Librarian or their delegate.
- Reservations are limited to two sessions per person per week.
- The DML is available on a drop-in basis for a maximum of one two-hour session or until a reservation start time, whichever comes first.
- All DML users need to sign in when their session starts and sign out when they leave.
- The DML is open when the library is open but closes 30 minutes before closing time.
- Users are responsible for any loss or damage to library owned equipment.
- Users relinquish their session if they leave the DML before their session has ended.
- Files must not be saved to the computer hard drive. Thumb drives, CDs and DVDs are available for purchase. External hard drives are available for loan.
- Users must not attempt to change the software configuration of the computer workstations. Users cannot download or install software or applications on library equipment.
- The library does not provide any supplemental materials/consumables for DML equipment, such as vinyl or other material for the Cricut.
- The library is not responsible for any loss or damage to customer property.
- No food or drink is allowed in the DML.
- The DML is NOT soundproof and users are requested to keep noise levels down to the same level that they would in the rest of the library.
- A maximum of three persons is allowed in the DML. Library staff reserves the right to limit use to fewer than 3 people.
- All users will abide by the Library Behavior Policy and all other library policies and laws.
- Users agree to abide by all copyright laws.
- Users will notify staff immediately if they experience equipment malfunctions or difficulties.

Digital Media Lab Circulating Items Agreement

DML Circulating Items

- In order to borrow DML circulating items, users must:
 - Be 18 years or older.
 - Present a library card in good standing (no fines in excess of \$30 and no outstanding materials overdue more than 30 days).
 - Present government issued or student photo ID. The name and address on the ID and that on the library card must match. ID will be photocopied and held until circulating items are returned.
- Circulating items are available at the Elkins Park branch and borrowers must return them to the Elkins Park circulation desk. Items cannot be returned to the bookdrop.
- Staff will verify that all components of the circulating item are present at checkout. The borrower is responsible for returning all original items and components in working condition or paying replacement costs (see attached replacement costs sheet). Borrower cannot replace items through their own purchases.
- Borrowers should report any problems with equipment immediately to library staff.

By signing this document, I verify that I have read and understand the Digital Media Lab (DML) Circulating Items Agreement, that I consent to the terms of the Agreement, and do further agree that if I violate any terms of the Agreement that I may lose the privilege of borrowing equipment from the DML and that whereby charges are assessed, including late fees and replacement and/or repair costs as set forth in the Agreement, that I will pay such charges as are assessed by the Cheltenham Township Library System forthwith, and that failure to pay such fees or charges may result in Cheltenham Township Library System initiating legal action to collect such fees and/or charges, and, in such an event, that I will reimburse Cheltenham Township Library System for all counsel fees, costs and expenses incurred in enforcing the Agreement.

I further acknowledge that I have read and understand the law related to Retention of Library Property After Notice to Return listed below*.

Name _____

Library Card # _____ Date _____

Type of Photo ID _____ (attach photocopy for circulating privileges)

Staff Initials _____

User's Signature _____

***§ 6708. Retention of library property after notice to return.**

(a) Offense defined.--A person is guilty of a summary offense if he retains any book, pamphlet, magazine, newspaper, manuscript, map or other property belonging in, or to, or on deposit with, any library open to the public or any part thereof, for a period exceeding 30 days after such library has given written notice to return the same.

(b) Disposition of fine.--Any fine imposed under this section shall be paid over by the magistrate imposing such fine to the library instituting the prosecution, and costs of prosecution.

(c) Form of notice.--Such notice may be given by personal service upon the borrower, or by the mailing of a registered or certified letter to the address of the borrower on file with said library. The notice shall recite this section, and shall contain a demand that the property be returned.