



Tech Central

Tech Central's Media Lab

In the Riverfront Library's Media Lab, high school and adult patrons can create music and videos and edit digital creations in Garage Band, iMovie, Audacity, and Adobe Premiere. This lab makes an excellent home-away-from-home recording studio, complete with recording device, soundboard, and wall panel sound diffusers.

Requirements and Procedures

YPL cardholders may reserve the Media Lab on a first-come, first-served basis for up to three hours by contacting Christine Bitetti, cbitetti@ypl.org or calling the Reference Department, 914-375-7966. A staff member can provide a brief orientation to the lab.

Lab Uses

- Practice a musical instrument (YPL can provide a keyboard or acoustic guitar)
- Record and edit digital music
- Record a video or take a photo using the green screen (bring your SD card)
- Conduct an interview

Equipment

• Mac Mini recording device and software (Keynote)	• Four channel mixer
• iPads and laptops with Audacity, Garage Band, iMovie, Adobe Premiere	• Keyboard
• Sony Video Camera (must bring your own SD card)	• Acoustic guitar
• Canon digital camera	• MIDI keyboard
• Green Screen walls	• Three high-quality microphones & Blue USB microphone
• Sony headphones	• Tripods
• Two movable stand-alone lights	• Two chairs and a small table (for interviews)



Media Lab Use Policy

1. The Media Lab is open to Yonkers Public Library (YPL) cardholders whose accounts are in good standing.
2. Patrons must be 14 years of age or older to use the Media Lab. Children 13 and under must be accompanied by an adult.
3. Patrons must provide a photo ID and must agree to sign the Media Lab User Agreement.
4. Patrons can make up to a 3-hour reservation for the Media Lab by contacting Christine Bitetti, cbitetti@ypl.org or calling the Reference Department, 914-375-7966. Reservations will be held for 15 minutes after they are scheduled to begin (unless Library is contacted) and will be considered canceled at that time and possibly made available for other use.
5. All general behavioral guidelines for the Library apply.
6. Food and drink are not permitted in the Media Lab at any time.
7. The workspace area of the Media Lab is reserved for patrons working on digital media projects (videos, music, websites, video or photo editing).
8. The Media Lab is not completely soundproof. Try to keep volume at a level where it does not disturb other patrons or staff.
9. Patrons will be held responsible for any damaged or missing items.
10. When making an appointment, patrons should inform staff of any specific hardware and software requirements.
11. Saving work on Media Lab computers is prohibited. Users must save their work on an external memory source. SD cards and flash drives must be brought with you at the time of your reservation. The Library is not responsible for any work that is unsaved, corrupted, or altered in the Media Lab.
12. Media Lab users with large files must save, export or transfer large projects to external devices prior to closing. Allow ample time to save, export, transfer large files, or process your files.
13. Media Lab users may not install or download software or upgrades. For help or to suggest software, downloads and upgrades, please see Library Staff.
14. The Library is not responsible for any valuables left unattended.

I agree to be fully responsible for myself and any other persons listed below who are using the Media Lab. I have read the above Media Lab Policy above and agree to follow the policy accordingly.

FIRST AND LAST NAME PRINTED: _____

FIRST AND LAST NAME SIGNED : _____

CELL PHONE NUMBER: _____ **EMAIL:** _____

PRINT NAMES OF OTHERS THAT WILL BE IN MEDIA LAB:
