



102 Priestley St.
Canton, MS 39046
601-859-7733
mclsms.org

MADISON COUNTY LIBRARY SYSTEM SOUND BOOTH USE POLICY

Adopted by the Madison County Library Board of Trustees March 25, 2026

The Madison County Library System welcomes the use of its sound booth facilities for library patrons, enabling them to capture high-quality audio for podcasts, narration, voice-overs, and interviews with professional-grade equipment and software.

Eligibility & Access

1. **Library Card:** Sound booth use is restricted to patrons with a valid Madison County Library System card. All patron library accounts must be in good standing with no fines or fees.
2. **Age Requirements:** Patrons must be **16 years or older** to use the booth independently. Patrons who are under the age of 16 must always be accompanied by a parent or legal guardian.
3. **Check-In:** Patrons must visit the circulation desk upon arrival and present a valid photo ID. Staff will keep the patron's ID until their session ends and sound booth is checked.
4. **Orientation:** Staff may provide basic instruction for equipment but cannot give patrons in-depth instruction for equipment and software.
5. **Equipment:** The booth is equipped with a Samson Q2U USB/XLR Dynamic microphone connected to an Apple iMac Pro. Other microphones available for use - 2- Fifine Technology microphone - and can be checked out to use during your recording session with your library card.
6. **Cancellations:** Patrons should notify staff if they are unable to make a reservation time. The library staff may cancel a reservation if a scheduling conflict, library activity, sponsored program, or if conditions arise that affect the safety, health or safety of patrons and staff, or operations of the facility.
7. **Compliance:** Patrons who fail to comply with this policy may have access to the sound booth restricted on a temporary or permanent basis.

Reservations & Sessions

1. **Booking:** Reservations can be made up to 30 days in advance. All reservations can be made by calling the Canton-Madison County Public Library or by emailing the technology specialist.
2. **Time Limits:** Sessions are limited to a maximum of 2 hours per day.
3. **Grace Period:** Reservations will be held for up to 15 minutes to allow other patrons usage.
4. **Capacity:** For safety and ventilation, no more than 2 people can occupy the booth.
5. **Noise: Individuals** using the sound booth may not sing, use musical instruments, or make loud sounds that disrupt the sound environment of other patrons.

Safety & Supervision

1. **Line of Sight:** To ensure patron safety, the booth window must remain visible. Staff reserve the right to enter the booth if a safety concern arises.
2. **Lighting:** The **LED lighting strip** must remain on during the entire session.
3. **Emergencies:** in case of an equipment malfunction (smoke, strange noises, or sparks), patrons must stop use and notify staff.
4. **Camera:** The camera in the sound booth must remain unobstructed at all times.

Care of Equipment & Space

1. **No Food or Drink:** To protect delicate electronics and acoustic foam, **absolutely no food or drink** (including water) is allowed inside the booth.
2. **Modification Prohibited:** Patrons may not unplug cables, move permanent hardware, or install third-party software on library computers.
3. **Furniture:** Please keep all furniture in its original place, except for the chairs.
4. **Storage:** The library is not responsible for lost data. Patrons must bring their own USB thumb drive, an external hard drive, or use cloud storage. All local files are deleted at the end of each session for privacy.

Patron Responsibility & Liability

1. **Condition:** The patron whose card is on the reservation is responsible for the room's condition.
2. **Damage Fees:** Patrons will be held financially responsible for any **damage or theft** of equipment resulting from misuse or negligence.
3. **Conduct:** Users must also comply with the library system's **Computer Use and Internet Safety Policy** and **Building Rules Policy**.
4. **Content:** Creating content that is illegal or violating copyright law is strictly prohibited.

Violating copyright law in a sound booth most commonly involves the **unauthorized duplication of commercial works, such as music, movies, or software, which is strictly prohibited by federal law**. Patrons are legally bound by **United States Code, Title 17**, and must ensure that any content they create or record does not infringe upon the intellectual property rights of others. This includes a prohibition on reproducing copyrighted materials or artwork without express written permission from the owner. Ultimately, users are responsible for ensuring their recordings comply with these standards, as libraries generally mandate that all content created in the booth remains legal and non-infringing.



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Sound Booth User Agreement

___ I understand that I must present a current photo ID to staff to hold at the circulation desk until the session ends.

___ I understand that the Sound Booth equipment is not to be modified by downloading any programs or files onto the hard drive or changes made to the system configuration. If anything in the Sound Booth is not working when I start my reservation, I will immediately report the problem to library staff.

___ I understand that while I am using the Sound Booth, I am responsible for the following: its safety and use, damage or loss that results from accident, theft, misuse, or neglect, including leaving equipment unattended.

___ I understand I am responsible for saving my work to external flash drives, external hard drives, or the cloud for any work I wish to preserve.

___ I understand that internet and equipment usage must be consistent with the Madison County Library System's **Computer Use and Internet Safety Policy**, and behavior must be consistent with the **Building Rules Policy**.

___ I understand that I am liable for any copyright infringement. I will not use the Sound Booth equipment to create or transmit material that might be considered unlawful, obscene, or otherwise inappropriate.

By signing MCLS's Sound Booth Use Policy, I acknowledge that I have read and understand all parts of this agreement.

Name _____ Date _____

Signature _____

Parent or Guardian Signature for patron aged 16 or younger:

ACKNOWLEDGED BY STAFF MEMBER _____ DATE _____