



The purpose of the free-to-use audio studios within the Charlottetown Library Learning Centre: Audio Studio-A is for podcasting and Audio Studio-B is for rehearsal/composing. The Charlottetown Library Learning Centre does not provide training on the podcasting equipment and software. Please review the guidelines below. You must accept and comply with these guidelines to use the studio and equipment provided within the space.

Audio Studio Guidelines

- 1) The Audio Studios are booked for up to two hours per day, per person/group
- 2) Reservation permission does not give an expectation of privacy - Rooms must be left unlocked throughout the duration of the booking. Staff reserve the right to enter the studio at any time.
- 3) Individuals and groups using library spaces must not violate Canadian or Provincial laws or municipal by-laws including, but not limited to, the Canadian Charter of Rights and Freedoms, Prince Edward Island Human Rights Act, and the Criminal Code of Canada, including Copyright laws. All library policies, including the Member Rights, Responsibilities and Conduct policy, apply to all library spaces.
- 4) Rooms must be left in good order. Those booking the Studio agree to accept full responsibility for the condition of the studio and technology equipment, as well as the group's behaviors during the use of the studio.
- 5) Studios cannot be booked as a study space or for video conferencing.
- 6) Be mindful of sound levels – the space is not completely soundproof.
- 7) No open food or drink allowed.
- 8) Users are not permitted to move furniture from other areas in the library.
- 9) Those booking audio studio A must be sixteen (16) years of age or older at time of booking. Users must have a PEI library card in good standing. Audio Studio B may be booked by users ten (10) years of age or older. A responsible adult must accompany all children ages 10 and younger. Other I.D. may be required beyond a PEI library card at the time of booking.