

FVCC Library Policies

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Allowance of Food and Drinks

Beverages

Beverages are allowed in the library if the container has a sealed lid capable of preventing accidental spills.

Food

Food items are permitted in the Library, with the exception of the Makerspace, Computer Stations, Writing Lab, Virtual Reality Lab, Recording Studio.

InterLibrary Loan

Interlibrary loan services are essential to the vitality of our library as a means of greatly expanding the range of materials available to our users. The following conditions apply:

Users must have a valid library card. Applications for a library card are available at the circulation desk.

Users requesting interlibrary loans must check out the item(s) personally at the library when they arrive. If the patron is unable to pick up the item(s) they may have a fellow patron pick up the item using a valid library card. A release/permission note signed by the requesting patron must accompany the patron who picks the item(s) up.

The ILL policy includes the following conditions:

- Up to five (5) requests are allowed per person, per week.
- Fines for overdue interlibrary loans are \$1.00 per day.
- Failure to return the item(s) will result in a replacement charge and loss of interlibrary loan privileges.
- Failure to pick up interlibrary loan materials in the allotted week that they are held, will result in a \$5.00 charge unless:
 - The interlibrary loan has been cancelled
 - The item(s) arrive more than two months after it was requested
 - The patron notifies the library that he/she will be late in picking up the item(s) and is granted an extension of the pick up time by the librarian.
- All requests for time extensions on interlibrary loans must be made with the FVCC Interlibrary Loan librarian at least TEN days in advance of the due date to allow time to make arrangements with the lending library. If the time allowed on the item(s) is less than ten days, a request for an extension of the time cannot be made. Only one request

for an extension may be made per loan. Time extensions are not always granted by the lending library.

- Photocopy restrictions (TITLE 17 U.S. CODE) may apply to some library items.

The FVCC Library will make every attempt to follow the [Montana Interlibrary Sharing Protocol](#) best practices as approved by the Montana State Library Commission on October 7, 2009.

Collection Management and Collection Development

This policy is intended to define the collection aims of the FVCC Library. It connects the mission/vision of the FVCC library and how its collections support that mission. The policy outlines the scope of what resources are appropriate to acquire and retain in fulfillment of the mission/vision and what items are outside that realm.

Introduction

The development of the College Library collection centers on objectives in this policy. No policies are definitive for all time since the Library, like the College itself, is not static. Ideas about the nature of the Library and its contents are constantly evolving. The College therefore invites public scrutiny of this document and suggestions for library improvement.

The College Library is indeed a "forum for information and ideas" as stated in the American Library Association's Bill of Rights. Americans are now actively engaged in the Information Age where intellectual freedom and the right to read must be embraced. The Library, then, endorses the ALA's Freedom to Read statement and the [Library Bill of Rights](#) as part of this materials management policy.

The following represents a statement for collection management for the FVCC College Library, which serves both the main campus and the Libby campus. These materials selection guidelines have been developed with the following purpose in mind: to ensure the acquisition of materials which will promote and strengthen the curriculum, arouse intellectual curiosity, and help develop critical thinking and lifelong learning skills.

Intellectual Freedom & Copyright

In keeping with the ALA Code of Ethics and ALA Bill of Rights, the FVCC Library is committed to preserving and protecting intellectual freedom and copyright, even if those materials are controversial. This commitment extends to all areas of information access and provision. See also:

- [Guidelines for Classroom Copying of Books and Periodicals](#)
- [E-Resource Conditions of Use](#)

User Groups

The College Library, and all materials and services offered therein, is available to the public. The College welcomes all users whether they be students of the College or not. Those making use of the College Library collection and facility shall abide by College policies and regulations for orderly library management.

The College Library serves a broad range of patrons from young children to older adults. It exists to expand the total availability of learning resources to the residents of Flathead County.

Budget

The development and management of The Libraries' collections are guided by this policy within the scope of available resources. The College allocates funds to the Library for the acquisition and processing of materials. The Director of Library Services has primary oversight over the collections budget, with additional oversight by the Acquisitions Staff. The decisions regarding appropriate materials are made in consultation with Library and Departmental Faculty. Rather than being constrained by inflexible formulas, collections are regularly evaluated and collection adjustments are made, as needed. Inflationary costs from information vendors require an equal increase in library budgetary funds to maintain stable and on-going access to the information resources needed for the college's education mission.

Scope of Collection

General Description of FVCC Programs

The Libraries' resources reflect the education and research of the College. The Director of Library Services regularly attends Curriculum Committee meetings to keep abreast of changes in the curriculum. Links to current Undergraduate and certificate programs are provided below.

[All Programs of Study by Division and Degree Type](#)

Selection Priorities, Goals, Organization, and Access

For primary subjects, we collect at a level adequate to support the course work of undergraduate degree programs and certificate programs. This collection includes a wide range of primary resources, basic and retrospective collections of the works of important writers, selections from secondary writers, representative journals, and reference tools pertaining to the subject. The Library's collections are primarily organized by [Library of Congress Classification Scheme](#). Materials are findable through our library catalog, library databases, and in-house created searching tools.

We are committed to providing web accessible resources to individuals with disabilities. We make every effort to gather information and prioritize the acquisitions of web accessible electronic resources, except in cases where a product or service would be fundamentally altered.

Preferred Languages

Most resources selected are in the English language except for basic and representative works in any other language taught at FVCC. Exceptions to this are foreign language dictionaries, encyclopedias, other reference tools, and audio, video, and other materials determined to be necessary to support the curriculum.

General Criteria for Selection

- **Purchased Items:** General criteria employed in the objective evaluation process include:
 - Quality of content
 - Anticipated lasting value
 - Appropriateness of level of treatment
 - Cost
 - Suitability of format to content
 - Authoritativeness of the author
 - Reputation of the publisher
 - Physical condition of the item
 - Currentness and timeliness
 - Scholarliness, including notes and bibliography
 - Scope
 - Availability of equipment or technology required for use
 - Tone, balanced presentation
 - Does not needlessly duplicate coverage already in the collections or available elsewhere
- An item, in whatever format, that sufficiently meets the general objective criteria listed above, is then evaluated based on the subjective criteria related to the level of existing collections, programs, and goals. Specific criteria may also be considered for format or discrete collections.

Cooperative Purchasing with Other Units & Institutions

The FVCC Library purchases items jointly with other institutions, as appropriate. FVCC Library participates in Montana Academic Libraries consortium ([TRAILS](#)).

Gift Policy

The College Library will accept gifts of materials that assist in the development of the collection.

The following conditions apply to all gifts:

- All gifts become the permanent property of the College.
- The Library, with administrative approval, reserves the right to decline a gift if the material(s) is not deemed usable for the collection.
- No materials will be accepted as a permanent "loan" to the Library.

- The Library staff will not assess monetary values to gift materials, but can, upon request, prepare a receipt for the donor indicating the type and number of gifts.
- The Library may dispose of gifts that do not meet library standards as defined elsewhere in this policy.
- The Library will not accept materials to establish a separate "collection within a collection."

Textbook Policy

As a general policy, FVCC Library does not purchase textbooks for the collection. The Library may acquire textbooks selectively for the collection if they have long-term research, study, or archival value. For a full description of our approach to textbooks please read our [Textbook Policy](#).

Collection Evaluation & Maintenance

Evaluation

Regular evaluation includes a consideration of the condition of materials, subject covered, the percentage of holding within that area of the collections, usage, the date of the last weeding, format, costs, redundancy in other materials or in other formats, etc.

Preservation & Replacement

Every effort is given to proper housing and maintenance of the collections through appropriate housing, server storage and backup, climate control, Kapco covering, binding, and mending. Items posing environmental or health hazards because of mold, mildew, etc. are removed. Items will be considered for replacement or rebinding due to marking, wear, loss, theft, newer and revised editions, updated formats, inoperability, etc.

Multiple Copies

In general, the FVCC Library avoids retaining multiple copies of resources. Exceptions to this policy include copies needed in more than one location (e.g. Reserve and general stacks for circulation), different versions of a work, and high-use items.

Deselection

Because of the ever-growing body of online information, space constraints, and the constantly changing focus of the research and teaching at FVCC, the collections are regularly evaluated for appropriateness and condition. Consideration is given to the age of the collection, circulation and usage statistics, physical condition of materials (as appropriate), coverage in other, better sources, inaccurate, outdated, and misleading information (except where historically significant), and suitability for the library mission. FVCC Library disposes of surplus physical resources through a variety of mechanisms including donating to other libraries, student book sales, Better World Books online selling, charitable donation, recycling, etc.

Reference

The Libraries maintains a reference collection to answer quick questions and provide subject overviews to library users. Reference sources summarize, condense, or give a comprehensive overview of a topic. Print reference resources remain in the library to be readily available to all users. Selection criteria of particular importance for reference sources are: accuracy, arrangement, and ease-of-use. Criteria for choosing online reference sources over print include comparing

- The ease-of-use of each format
- Ability to cross-search with other online reference works
- Timeliness
- Price

Reference sources are designed to make information look-up easy rather than to be read comprehensively. These resources include items such as: bibliographies, indexes, directories, dictionaries, catalogs, yearbooks, annuals, statistical compendia, atlases, gazetteers, biographical dictionaries, almanacs, encyclopedias, and handbooks.

For popular, frequently published reference books, and for some works available online, older print editions may be kept in the circulating collection.

Reserves

The **course reserves collection** consists of print and media items available for checkout at the Library's circulation desk. The collection provides short-term access to materials in support of current courses offered at FVCC. Reserve items circulate for shorter periods of time to ensure access to all students in the class. Materials are placed on reserve on a semester basis at the request of the faculty and include materials from the circulating collection and materials belonging to the faculty. Since it is the purpose of the Library's collections to supplement and augment the curriculum, textbooks adopted for class use are generally not purchased for addition to this collection. Instructors may place personal copies of textbooks on course reserve.

Faculty are responsible for ensuring that materials placed on reserve for their classes meet the criteria of Fair Use as defined by Section 107 of the U.S. Copyright Act of 1976).

Materials from the collection may also be placed in the **permanent reserves collection**. This collection includes materials subject to high temporary demand across disciplines or courses (such as manuals), or materials difficult to obtain and in high current demand. Placement on permanent reserve is not common and decisions for including material in this category will be made by the collective Library staff.

Maps

The map collection consists primarily of Montana Bureau of Mines and Geology (MBMG) maps and individual maps and atlases. Maps from the western half of the United States (Alaska, Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon,

South Dakota, Utah, Washington and Wyoming) are collected with emphasis on Montana and its surrounding states.

USGS topographic maps (7.5, 15, 30 and 60 minute) for Montana and surrounding states (WY, ID, SD, & ND), current and older maps are kept.

The Libraries collects geologic and miscellaneous maps for Alaska, Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming. To a lesser extent, the Libraries collects geologic, hydrologic, national parks and other miscellaneous US maps.

In addition to meeting geographic criteria, the selection of cartographic materials is based on accuracy, clarity, size, and ease of use.

Film/Visual Materials (DVDs, videocassettes)

Film and video material can be an effective alternative to print media for the dissemination of information. In addition to the general selection criteria outlined above, the following are also criteria used when selecting film and video materials:

- Technical quality of color and sound
- Complete compliance with copyright law and fair use
- Cost and ease of replacement

The Libraries also selectively purchases films and television programs and series. These can include award nominated films, film or television programs or series that meet the curriculum and research needs of an academic program, and other historically significant works. Pricing for these items is quite varied and consideration will be given to what is reasonable within the library funds available.

Bibliographic Access

The goal is to have all film and video material titles reflected in the catalog. Library of Congress classification scheme will be used. The circulating film and video materials are housed as a discrete collection.

Format

The preferred format for video materials is DVD and streaming video. Additional justification for the addition of a video in VHS format will be requested from the selector.

Specific Policies for Formats

In selecting and maintaining each of these formats, the following additional criteria will be considered along with the Libraries' general selection and evaluation criteria.

Books

- Print: Hardback is the preferred format, but, paperback is preferred if less costly or expected to be updated frequently.
- Electronic: Preference of e-books in comparison to print books is considered on a case-by-case basis using criteria such as ownership, target audience, pricing, bulk-purchase, previous usage statistics, areas of subject need not met by other electronic resources, titles available for consortial purchase from publishers, one-time purchase versus leasing options, etc.

Journals

Since the journals budget remains approximately the same each year relative to inflation, the Libraries makes every effort to maintain heavily used existing subscriptions. In order to add a new title, current subscriptions may be reviewed for cancellation. In selecting journals the following additional criteria will be considered along with the Libraries' general selection criteria:

- Full text search availability and inclusion within subscribed databases
- Cost
- Scope, audience level
- Past demand through interlibrary loan
- Provides a unique contribution to the collection
- Availability from other libraries through interlibrary loan
- Print: Print is chosen when online costs are prohibitive, when online is not available, when print has an added value (such as art journals), or when permanent access is desired. Some vendors offer print + online (electronic) for less than online only. In this case, retention of the print is considered relative to demand and ownership of online. If permanent access (aka ownership) is provided online, print is not retained. Items with high usage and likelihood of long-term retention will be considered for binding on a regular basis. As the e-journal ownership/permanent model increases, it is anticipated the print journal collection will continue to be reduced.
- Electronic: When close in cost, quality, and availability, e-journals are preferred over print journals.

Databases/Indexes

When subscribing to databases and indexes, the following criteria will be considered:

- Importance of the resource to the academic discipline(s) and the level of expected use
- Currency of the information
- Comprehensiveness, durability and accuracy
- Value, cost, quality
- Distinctiveness, overlap, coverage
- Ease of use, training requirements
- Access restrictions
- Licensing requirements
- Ease of installation and maintenance, if required. Web-based databases are preferred over locally-housed databases
- Broad accessibility of the resource under present copyright laws and licensing agreements
- Availability of usage statistics, preferably COUNTER compliant

Newspapers

Geographical balance, full-text indexing, journalistic quality, importance to the mission of FVCC, local or regional coverage, and comparative costs will be the primary criteria considered for the selection and retention of general newspaper publications.

- Print: Print newspapers are retained for a limited time until they are replaced by electronic coverage, or they are disposed of outright. Primary newspapers will be kept up to six months while secondary papers will be retained for three months.
- Electronic: Electronic format is preferred. Oversize

Materials are considered oversize if their dimensions are greater than fits on shelving for other items in the same format. These items are housed on shelving with other oversized items to make maximum use of space.

Complaints and Censorship

Individual incidents of complaint or censorship involving items in the College Library will be handled at the informal level on a case-by-case basis by the Library staff member and/or director and complainant. If unresolved, the matter will be brought before the Vice President/Dean of Instruction and Student Services after having the complaining party complete the "Request for Reconsideration of Instructional Materials" form. The Dean, the Director of the Learning Resources Center and the Library Director shall review the complaint and complete the "Recommendation of Review Committee on Questioned Materials" form and present it to the complaining party. Formal meetings with the complainant may be scheduled at any time in this process. If still unresolved the matter will be brought before the College Council and then, if unresolved, to the Board of Trustees.

Internet Access

The FVCC Library will make available to all library patrons both wireless Internet access and access through the Library's desktop computers. The Library offers this service to patrons under the following restrictions:

The FVCC library will not censor access to materials or protect patrons from Internet-based information which may be considered to be offensive or inappropriate. The library does not install "filtering" software blocking specified Internet sites. All Internet resources are available equally to all library patrons. As with all library materials, restriction of a child's access to the Internet is the responsibility of the parent or guardian and not the library. The FVCC Library adheres to the American Library Association's Bill of Rights guaranteeing the right of freedom of access to information regardless of format or delivery mechanism. The FVCC Library, it must be stressed, provides access, not content.

Due to the limited number of desktop computers, the library must restrict the amount of time spent on any computer to two hours per day, regardless of the scope and nature of the search. This is to ensure that all users have an equal amount of time to conduct searches and encourage prompt and courteous use of the resources available. Each computer is available on a first-come, first-served basis. There will be no computer reservations or scheduling for groups or individuals.

The library shall charge public patrons for the cost of printing at a rate .10 per page, which may be paid at the circulation desk. All patrons will be required to provide their own storage devices for downloading of files or documents.

All library computers require a user ID and password to access the campus network. Public patrons must prepare a library application form after which the staff will log them onto any available computer. They will be required to fill out an Internet User ID which will be kept on file at the circulation desk.

The loading of personal or proprietary software on a workstation's hard drive is prohibited.

All activity on any of the campus-networked workstations is subject to the [FVCC Computer Acceptable Use Policy](#).

Library Fines

The FVCC Library will assess fines for overdue library materials in an effort to achieve the timely return of loaned items to the collection. The fines will be assessed as follows:

Fines for overdue books are .10 per day accumulating to a maximum of \$5.00 per item.

Fines for overdue DVDs are \$1.00 per day accumulating to a maximum of \$5.00 per item.

If an item is borrowed and not returned to the library, the patron is responsible for the replacement cost of the item(s) charged to their account plus a processing fee of \$5.00.

For public patrons, the library will engage the services of a local collection agency to recover delinquent materials and charge the patron for the cost of this recovery.

For students, the library will transmit delinquent accounts to the Business Office to flag the student's record. Grades and transcripts will be held and further registration blocked until the fines are paid and the account restored.

Protection of Patron Privacy

The FVCC Library recognizes the need to respect the privacy of all library patrons

The Alma Primo automated system will mask all system history. Library staff shall not divulge, to any person(s), any information relating to patron searching and/or circulation history

Circulation Policy for Public Patrons

The FVCC Library is established and managed to support the curriculum of the College. However, the Library collection, services and facilities are available to the public. Public patrons may obtain a free library card under the following provisions:

The applicant must provide a valid Montana driver's license to be eligible for a FVCC Library card.

The applicant must provide a local contact person's mailing address and phone number and, if applicable, the address and phone number of a local employer.

Circulation of Restricted Materials

The FVCC Library shall make available non-circulating items such as maps, newspapers, periodicals, reference works and other restricted items for photocopying and/or use in the classroom under the following conditions:

These items shall circulate for twenty-four (24) hours, or overnight, and must be returned by close of business the following day.

This privilege is restricted to college instructors or college staff members preparing materials for the purposes of instruction.

Study Room Usage

The library will make its two study rooms available to faculty, staff, and student users. Public users can use the study rooms during the Summer or Winter breaks. All users must observe the following provisions:

The rooms will be for GROUP use only.

Tutoring will be allowed only during the hours after noon in either study room. The Study Rooms may be reserved for up to 2-hours. Study rooms cannot be reserved more than 3 months in advance and may not be reserved on a regular basis.

Food is allowed in the study rooms, as long as proper cleanup is observed. Drinks WITH LIDS are allowed.

No more than five (5) persons may occupy each study room for fire code and life safety reasons.

The library will provide dry-erase markers and erasers for the writing boards.

It is understood that the college staff and students have a priority over the study rooms. Public users are welcome to use the rooms during the summer and winter breaks under the above restrictions as long as the college community does not have a scheduled need for the rooms.

Virtual Reality Lab Policy and Safety Guidelines

Access

The Virtual Reality (VR) Lab located in BL 209 is available to all FVCC students, faculty, and staff. Public users with a FVCC Library Card may use the VR Lab, however, FVCC students and staff have first priority use. Prior to using the VR lab, first-time users must complete an orientation session with library staff and sign a Virtual Reality Lab User Agreement. VR equipment may then be checked out at the Circulation Desk for up to two hours per session.

Policies

- FVCC Computer Acceptable Use Policy applies.
- Prior to accessing the lab first-time users must complete a short orientation session.
- VR Lab may be reserved for up to two hours per session per user.
- Walk-in visits are allowed when the lab is available.
- No food or drink allowed in VR Lab.
- Children under 13 must be accompanied by an adult.
- Gaming apps are not to be used.
- Users cannot install their own apps.
- No more than five people in the VR Lab unless otherwise approved by Library Staff.

Safety Rules

- Be aware of your surroundings during use, especially the headset cable.
- Secure controllers with wrists straps.
- Stay within the blue boundary grid during use.
- Stop use if you begin to feel dizzy or nauseous.
- Consult your doctor before use if you have any pre-existing medical conditions.

Makerspace Policy

The FVCC Library & Learning Commons Makerspace is a DIY space for use by FVCC students, staff and faculty from any department. Use of the facility by others is only allowed for special FVCC-sanctioned events with prior written approval by Library Staff

For questions, contact Library Staff. Please note that while we will help you make sure you are using machines safely and will point you to tools you can use to design your work, we won't do design work *for* you and don't promise we are experts in the many softwares that might be used.

Here is our list of makerspace [equipment](#). Policies, the [price list](#), and machine-specific safety information are posted in the Makerspace for consultation.

Makerspace users must follow these guidelines:

1. Makers must be affiliated with FVCC or be Flathead Valley Community residents and must be 18 years of age or older, unless prior approval is obtained and a parent or guardian is present.
2. Makers must sign in each time they use the makerspace.
3. No food or beverages are allowed in the Makerspace.
4. Makers must participate in mandatory training in order to use the 3D printers, button maker, and sewing machine; they may not use this equipment until orientation training has been completed.
5. By using the equipment, the Maker is certifying that he/she is capable of using it in a manner that is safe and consistent
6. with its intended purpose.
7. The Maker will seek assistance/consultation when necessary.
8. Makerspace kits and equipment are available for check out at the Library Circulation Desk.
9. The Maker agrees that the Library is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment.
10. The Maker agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use and notify Library staff.
11. Makers must report any accident/incident that occurs in the makerspace to a Library staff member immediately and cooperate fully in accident / incident reporting processes.
12. Most tools are available to Makers on a first come, first serve basis. Advanced reservations are encouraged for 3D printers,
13. Items are to be returned in the same condition as they were received, barring normal wear and tear. The Maker agrees to pay for the loss or damage to any items and further agrees to accept the Library staff's assessment of fair restitution for damage, delinquency and/or loss of items in part or total.
14. Items used must be returned by the Maker to their original location.
15. The Maker agrees to take precautions to avoid causing unnecessary mess or damage in the Makerspace.
16. The Maker agrees to clean up following use.
17. The Maker agrees to inform the Library staff member in the event they are unable to return a work surface, tool or equipment to its original state.

18. The Maker acknowledges that the library is only able to provide consumable materials on a limited basis.
19. The Maker agree to avoid wasting consumable supplies and materials. The Maker may need to supply his/her own consumables to meet his/her needs. Consumables must meet equipment specifications as described in the documentation.
20. The Maker will NOT use their created products for commercial / business-related purposes or allow any third party to do so.
21. The library prohibits the use of its makerspace equipment to create material that is:
 - a. Prohibited by local, state, or federal law.
 - b. Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others.
 - c. Obscene or otherwise inappropriate for the library environment.
 - d. In violation of another's intellectual property rights. For example, you cannot reproduce material subject to copyright, patent, or trademark protection.
22. The Library is not responsible for any lost, damaged or stolen property the Maker may bring into the makerspace.

Classroom Use Policy

Recording Studio Policy

The recording studio is in BL210 and is set up for video, audio, and podcast production. The room contains a podcast station, video camera, microphone, audio recorder, lights, and backdrops including a green screen backdrop.

The Recording Studio is available for use by current FVCC students, faculty, and staff. Public users may reserve the room only with the consent of Library Staff. The Recording Studio may be reserved for up to 2 hours at a time. Everyone wishing to reserve the studio must first attend a training/orientation session. Studio reservations are available on a first come, first served basis. Equipment in the recording studio is not available for checkout and may only be used within the Recording Studio itself. The Recording Studio is a not a study room and cannot be reserved for non-media production use. You may use the room for personal as well as academic or extracurricular purposes.

These rules must be observed when using the Recording Studio:

- Food and drink is not permitted in the studio
- No open flame is permitted in the studio.
- No weapons, fighting, or violence is allowed in the studio. Failure to comply will result in removal from the studio and potential notification of law-enforcement.

- Any theft of property or intentional damage either directly related to or indirectly related to the studio will be prosecuted to the full extent of the law.
- The FVCC does not claim any copyright or ownership of material created and recorded in the Recording Studio.
- The person who reserved the studio is responsible for procuring permissions to record any material that is subject to copyright.
- You may not store personal equipment, instruments, bags, or other items in the studio outside of the times you have reserved the room for. All equipment brought in for your session must leave with you.
- The person who reserved the studio is responsible for returning the studio to its original state, as outline in the orientation session and on the Room Reset Checklist.
- Views and opinions expressed in the content produced in the studio do not necessarily reflect those of the University of Pennsylvania or any employee thereof.
- Please do not touch the camera, lights, microphone, change any settings, or attempt to adjust projection/camera angles or unplug, modify, touch or troubleshoot any equipment in the studio.
- Please do not affix anything to the curtains, green or blue screen, or walls.
- Please do not lean on, push or move the control center table.
- Please return chairs to designated location and leave the room clean and ready for the next user.

These policies are subject to change without notice.