



# imaginarium

guidelines  
for users



Whether you want to record a song, make a video or tell a story, the Imaginarium features a wide range of recording equipment and software ideal for creative minds keen to experiment or groups wanting to preserve important events.

All library members have access to the Imaginarium's range of tools - and the opportunity to create and capture digital content to your heart's content.

The only limit is your imagination.

More info – 6581 8755 or [studio@mnclibrary.org.au](mailto:studio@mnclibrary.org.au)

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## purpose

The Imaginarium is a free-to-use recording studio and creative space for library members to generate their own digital content. In order to foster a direct self-learning environment, we do not provide technical support for the recording studio.





## induction process

Before anyone can use the recording studio the user must complete an induction, no matter what level of competency or experience they have gained elsewhere. This induction is specific to the Imaginarium and ensures everyone has a basic understanding of the setup, equipment and processes relevant to using this particular facility. On completion of the induction you will be required to sign a responsibility agreement form.

## registration

On completion of the induction your library card will be flagged to record your studio competency.

## acceptable use

Once you have completed an induction, you have the freedom to use the space for your creative endeavours. However, this means you have a responsibility while using this facility to avoid activities that may be malicious or illegal. This includes but not limited to, repatching permanent cabling, trying to install crack plug-ins or damaging equipment. Any patrons suspected of conducting themselves in an illegal or inappropriate manner will be prohibited from using the studio.



# studio equipment

The recording studio has the following equipment installed or available:

- > 1 x iMac 27" 5K Retina display
- > 1 x Mbox Pro
- > 1 x Roland Midi keyboard
- > 1x M-Audio Trigger Finger Pro
- > 2 x studio monitor speakers
- > Audio Technica AT2020 mic
- > Shure Beta 58 mic
- > Roland M1 mic
- > Headphones
- > Pop filters
- > Microphone leads
- > Guitar leads
- > 100w guitar amp
- > 25w bass amp
- > Acoustic guitar
- > Bass guitar
- > Video camera and tripod
- > Wacom Intuos Pro media tablet
- > Green screen and stands
- > Studio lighting
- > Reflector/Diffuser

We ask that you let us know at the time of your booking what extra gear you will need.

All cabling is permanently installed and should never be changed for any reason. Microphones and cables are all issued upon request. Stands are available in the studio.

# software

The following software is installed:

- > Pro Tools 11 Software bundle
- > Logic Pro X
- > Reason
- > Ableton Live
- > Audacity
- > Garageband
- > Final Cut Pro X
- > iMovie
- > Adobe Creative Suite Software bundle
- > Sketchup
- > Sketchbook
- > FreeCAD
- > Blender



# booking the studio

Once you have completed the induction you can book sessions in the studio. To provide an equitable booking system for all users the following conditions apply to studio booking requests:

Only library members who have completed an induction may book the Imaginarium. Children under the age of 16 must be accompanied by an inducted adult.



Maximum duration of bookings from Monday to Friday is 3 hours:

**9:30am-12:30pm and 1:30pm-4:30pm**

Maximum duration of bookings on Saturday is 2.5 hours:

**9:00am-11:30am**

Due to demand you may only make a maximum of one advanced booking at a time.

In the interest of equality there is a first in, first served policy.

On arrival at the library and before you enter the Imaginarium you must check in with staff at the technology desk.

You will be asked to leave some form of security which identifies you (current photo ID).



## late arrival/ cancellations

If you need to cancel a confirmed booking please let us know as soon as possible before your start time to allow other people an opportunity to use your session time.

If you are late for a booked session please let us know when you will be arriving. If we do not hear from you within 30 minutes of your start time your booking will be cancelled to allow others to use the facility.

For all late arrivals and cancellations please call 6581 8755 during opening hours.



# equipment

You are able to use our microphones, stands and cables at no charge.

You may use your own equipment provided you do not interfere with permanent connections.

Please let us know of any additional equipment you will require (video cameras, etc.) when booking the room.

# end of session checklist

Please let staff know that you are finished and collect your ID from the technology desk.

Staff will inspect the room after your session. Any damage, other than normal wear and tear, is your responsibility and you will be required to compensate the library for repair or replacement. Your honesty in this regard will avoid embarrassment to you and inconvenience to others.



# saving work

During your recording session, it is very important to **regularly save your work**. The Imaginarium computer will automatically log off at the end of your session time, so it is important to save what you're doing and transfer it to your own device before your session ends. Part of the regular ongoing maintenance procedures for the Imaginarium includes deleting personal recording files from the scratch disk on a regular basis, so do not leave your projects on the computer.

The library will not accept responsibility for lost data regardless of the reason for its loss.

There are two steps for saving your work:

1. **Studio storage** -This is a temporary storage space on the main computer available for saving files for the current session only. You will need to write to and/or save your work to the computer's external drive, named 'Studio Storage Drive', particularly when recording audio files. After this or before the end of your session, you will need to transfer projects to your own media or external device.

2. **Personal Storage Device** – We require you to use your own external hard drive or memory stick for saving projects at the end of your session. The capacity of such devices should be sufficient for the project you are creating (e.g. at least 16gb, USB 3 speed). On subsequent bookings you will

need to transfer your project back to the 'Studio Storage' drive and launch it from there. Again, this is particularly important for any audio recording software.

## illegal use

Library members may not use the Imaginarium for any purpose which contravenes any State or Commonwealth laws.

As a guide, recordings which are defamatory, discriminatory or intend harm to another person or group are prohibited. As are recordings which breach copyright law.



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**[mnclibrary.org.au/imaginarium](http://mnclibrary.org.au/imaginarium)**

