The Green Room at the Valley Ranch Library
401 Cimarron Trail

HOURS OF OPERATION
Monday - Thursday 10 a.m. to 8:30 p.m.
Friday and Saturday 10 a.m. to 5:30 p.m.
Sunday closed

The Green Room at the Valley Ranch Library is a community space reserved for the creation of film and video content through the use of high tech equipment which can be reserved using an Irving Public Library card. Learn more about the Valley Ranch Library’s Green Room and how this one-of-a-kind, innovative space can assist you with your creative needs.

GREEN ROOM EQUIPMENT
The following are standard pieces of equipment in the Green Room and are included in room check out

- Dell Computer loaded with Adobe Creative Suite software
- T1 Collaborative Surface Table
- Green wall for digital photography and recording

The following pieces can be checked out to Green Room users according to preset permissions on equipment agreement

- Nikon Digital Camera
- Three point light kit and case
- Boom Mic and stand
- Camcorder
- Camera
- Yeti Microphone – two (2) available
- Microphone buffer
- Headphones – two (2) available
- GO Pro Hero camera and head strap
- iPad mini 16GB
USER POLICIES

Preference will be given to tweens, teens and young adults (ages 12 to 21) but other individuals/groups can reserve or checkout the lab's equipment during certain times. See library for details.

Users under 18 years of age must have parent or legal guardian act as cosigner on all forms and agreements regarding the Green Room.

User/cosigner agrees to all stated policies and procedures including financial culpability.

The library is permitted to use work for promotional purposes and take pictures of the Green Room in use.

No food or drinks of any kind are permitted.

General guidelines for Library behavior apply including cell phone usage and obscenities.

ROOM AND EQUIPMENT

The digital media lab is open Monday through Saturday, during normal business hours, but closes 30 minutes prior to library closing.

The digital media lab and equipment are reserved for users who are working on digital media projects (videos, music, websites, photo editing) not for web browsing.

The digital media labs will be available on a first-come, first-served basis unless previously reserved.

A maximum of 6 people are allowed in the lab at any given time.

Loans of digital cameras, video camcorders, and other items will be allowed for registered users in good standing at the Information Desk at Valley Ranch Library.

Software may not be loaded onto Irving Public Library computers.

All equipment must stay within the Library.

RESPONSIBILITY & LIABILITY

User, and cosigner where applicable, is financially liable for any loss, theft or damage to the equipment. User is defined as the person who checked out the equipment with their library card, even if working as part of a group.

User is responsible for removing their digital files from digital media lab equipment and saving them to an external memory source.

The Library is not responsible for equipment or digital files left behind by user.

User will not use the equipment for illegal or unauthorized reproduction of copyrighted materials.

Please report any issues with the digital media lab to INFORMATION DESK staff.

LIBRARY STAFF ASSISTANCE

Staff is available for basic assistance or troubleshooting minor equipment problems.

Staff may recommend comprehensive online training, Quick Start Guides, and books to the user as a course of action if they are unable to quickly resolve a Green Room question.

Library staff is not available to assist in the transporting or set up of equipment.

PUBLIC CLASSES

Teens are welcome to come in and try out the equipment with crash courses offered throughout the year. Some will be open to adults.

These include trainings on podcasting and producing videos, social media, coding and more! See the Valley Ranch Library monthly calendar for dates and times.