

Jefferson County Library District Whisper Room Acceptable Use Policy

Approved: September 2022

The Jefferson County Library Whisper Room is a sound-isolated booth that is ideal for making audio recordings for I AM A STORY recordings, podcasts, and voiceover projects. It can also provide you with a quiet space to hold an interview or virtual class.

Whisper Room Acceptable Use Policy

1. The Whisper booth is free to use during regular business hours. .
2. Patrons can reserve a maximum 2-hour session up to 7 days in advance. It is available on a first come/first served basis as the schedule allows. If a booth is not occupied within 15 minutes of the start time of the reservation, the reservation is canceled, and the booth becomes available.
3. The booth windows must remain uncovered.; food and drink are not allowed. No furniture may be added or removed without permission of the staff.
4. Acceptable use: recording, tutoring, small (1-3) group meetings, 1-2 participant Zoom meetings, or for quiet time during busy/active hours. No more than 3 people may use the booth at the same time.
5. Unacceptable use: gaming. Sleeping in the booth is not allowed.
6. Patron is responsible for any library equipment used during the session. If a piece of equipment is missing at the start of a session, or if the booth needs cleaning or maintenance, notify the Circulation Desk immediately.
7. Sound levels must be kept within reasonable limits. Users must comply with directions by library staff who may enter at any time. Patrons may be asked to perform at lower sound levels. Amplifiers/speakers are not allowed.
8. Acoustic musical instruments, with the exception of drums, may be used in the booth. The booth does not take the place of practice rooms.
9. Patrons must comply with the Library's Code of Conduct. Appropriate actions will be taken for any violations.
10. The library is not responsible for the loss or theft of personal property.
11. You must sign and date this document, and provide a verifiable telephone number or email address.