Union Public Library

Recording Studio Policies and Guidelines

- The Recording studio is by advanced reservation only with a valid Union Public Library card.
- All users of the recording studio must adhere to the UPL Code of Conduct
- At least one person using the recording studio must be 16 or older, and have a valid UPL library card.
- We recommend that there be a maximum of two people using the recording studio at the same time. No more than three people are allowed into the recording studio at a time.
- The recording studio can be reserved in one-hour increments. The maximum session length for the studio is two hours, and each UPL cardholder can make up to two advance reservations per calendar week.
- Reservations may be scheduled up to 14 days in advance.
- Recording studio reservations must involve use of recording studio equipment. The recording studio is not a space for studying or holding meetings.
- The last recording studio session of each day must end 30 minutes before the library closes.
- Please make sure that you save or export your project with enough time before the end of your reservation. Extensions will not be granted.
- Please bring your own large-capacity (16 GB or more) drive to save your work. UPL is not responsible for any lost work.
- No food or drinks are allowed in the recording studio.
- Failure to follow policies, and/or damaging furniture or equipment will lead to penalties up to and including fines or suspension of cardholder privileges.
- Any views, thoughts, and opinions expressed by the studio users are solely that of the users and do not reflect the views, opinions, policies, or position of the Union Public Library.

Recording Studio Technology and Equipment

Please note that this is an “amateur” recording studio. The room's sound quality and lighting are not what you might find in a professional studio. It is an opportunity to work with quality equipment and introduce you to the production process; it does not guarantee a perfect product.

- The studio's equipment includes:
    - Logic X Pro Music Production Software
    - Allen & Heath QU-24C Digital Mixer Kit with Dust Cover
    - Apple Mac Pro M2 Ultra with 24-core CPU, 60-core GPU, 32-core Neural Engine; 128GB unified memory; 2TB SSD storage; Stainless steel frame with feet; Magic Mouse + Magic Trackpad; Magic Keyboard with Touch ID and Numeric Keypad
    - Apple 27" Studio Display
    - SHOCKSTOPPER™ for SM58, SM86, SM87, SM87A, BETA87A, BETA87C
    - Supercardioid Dynamic with High Output Neodymium Element, for Vocal and Instrument Applications
    - Focusrite Scarlett 8i6 8x6 USB Audio/MIDI Interface (3rd Generation)
    - Audio-Technica ATH-M60x Closed-Back Monitor Headphones
    - Spectrasonics Omnisphere 2.8 Software Synthesizer
    - PopperStopper™ Pop filter with Metal Gooseneck and Heavy Duty Microphone Stand Clamp
    - Akai Professional MPK 249 - Performance Keyboard Controller
    - Auray MS-5230F Tripod Microphone Stand with Fixed Boom
    - Elgato Green Screen XL
    - Logitech Brio 505 Webcam

- You should bring your own large-capacity (16 GB or more) drive to save your work to, as all the files you create using the recording studio iMac will be erased after logging out of your session. Please note the following:
    - Many drives are formatted for the Windows operating system. You may need to reformat your drive for Mac OS X in order to use it to store and work on multimedia projects. Warning: Reformatting a hard drive will completely erase all files. To begin, ensure that all wanted files are backed up or stored someplace else, such as on a personal computer, in an email account, or on a cloud drive.

The Union Public Library staff cannot provide one-on-one assistance on demand in the recording studio. Some proficiency in using computers and recording devices is necessary to use the studio.

Approved by the Union Public Library Board of Trustees on: May 26, 2026