

# audio recording studio

905.793.4636  
bramptonlibrary.ca



Brampton  
Library

## Frequently Asked Questions

### Q. When is the studio open?

The studio is open during library hours. Please call the library to check the studio's schedule in order to make a booking. Please note that the audio recording studio may be closed at additional times, to accommodate maintenance, library programs, and other reasons. Studio operating hours may change without notice.

### Q. How can I book the studio?

Customers who intend to book a session **must** have a valid Brampton Library card in good standing. To book the studio in person, customers can visit the second floor service point located at the Chinguacousy Branch OR by phone at 905 793 4636 ext. 74205. When booking, customers must provide the library card numbers of all members who intend to occupy the recording studio. All customers in the studio must have attended an Orientation session.

### Q. How old do I have to be to book the studio?

To book the studio alone, you must be 16 years of age or older, and you **must** have a Brampton Library card in good standing, and have completed the orientation session. Customers under the age of 16 must be accompanied by an adult 18 years of age or older who also has a valid Brampton Library card in good standing, and who has completed the orientation session.

### Q. Can I book the studio if I have fines?

Your library account must be in good standing prior to booking the studio. In order to book the studio or be part of a group booking, you must have less than \$25 in fines on your account before you can enter the studio. Accounts that have been sent to collections must have a balance of zero dollars owing on the account before you may book the studio or be part of a group booking. In the case that one or more members in the booking have fines exceeding these stated amounts, only those cardholders that meet the above criteria will be admitted into the studio. Customers that have accumulated fines at or exceeding the above stated amounts during the period between when their booking was made, and the date of their booking, will not be permitted to enter the studio until their fines are paid.

Q. What is the Audio Recording Studio Orientation, and is it required?

**Yes.** The orientation is required, and must be completed for all customers who would like to book the studio, or be a member of a booking, prior to their first booked session. The purpose of the orientation is to inform customers of the room rules, explain the equipment, and demonstrate how to create a vocal track, virtual instrument track, and import tracks using Pro Tools 12.

Q. How old do I have to be to book an orientation?

There is no minimum age for attending an orientation. You must have a valid BL card in good standing. However, please see studio booking age above for minimum booking age. Those under sixteen must be accompanied by a customer aged 18 or over, who has completed an Audio Recording Studio orientation.

Q. How long is each booking?

Customers may book session anywhere between 50 minutes and 2 hours and 50 minute session. Sessions may not exceed 2 hours and 50 minutes per person/group, per day. Every booking, regardless of length, counts as one booked session. Customers may book a maximum of two sessions at a time, and must wait for at least one of those sessions to be completed prior to booking again. Please note that customers are required to leave the studio at the end of their session on time.

Q. How many bookings can I make at one time?

Customers can make a maximum of two bookings at one time whether booking as an individual or as part of a group. The next booking cannot be made until one of those two bookings have been completed. Each booking, regardless of length, counts as one booking.

Q. I've made a booking, where do I check in?

On the day of your booking, check in on the second floor service desk. Information Services will confirm your booking, collect your group's library cards and check that you have completed an orientation session, and check you into the studio.

Q. What happens if I cannot attend a session that I have booked?

If you cannot attend a session that you have previously booked, or if you are running late to your booking, please phone the library at 905 793 4636 ext. 74205 at least fifteen minutes prior to the start of your session. Please phone during our operating hours and ensure that you speak to a member of staff rather than leaving a message. Customers who miss three bookings without providing notice will be unable to use the Recording Studio for thirty days.

Q. Can I make a booking and then get my library card when I show up for my booking?

No. You must have a library card prior to attending an orientation session, and you must have attended an orientation session before booking the studio. This applies to all members of a group booking. No one will be permitted to use the studio, whether individually or part of a group, that does not have a library card.

Q. How many people can book at one time?

There can be a maximum of eight people in the recording studio at one time.

Q. Will anyone else be in the studio with me/my group?

No. Due to the demand of the Audio Recording Studio, it is not possible to have staff in the studio at all times. If you notice any defective or damaged pieces of equipment, please inform the second floor service desk immediately. If you are having issues, please reference the Help Guides found in the Help Sheets binder, or online at [bramptonlibrary.ca](http://bramptonlibrary.ca) > [Make](#) > [Audio Recording Studio](#) > [Help Sheets](#). Additionally, Pro Tools and equipment manual binders can be found in the studio, and you can reference [Pro Tools training courses on Lynda.com](http://Pro Tools training courses on Lynda.com). Simply log into Lynda with your library card number and your personal pin (last four digits of your phone number) and watch instructional videos online.

Q. Can I plug in my own laptop?

No. It is not permitted to plug in anything other than a USB storage device to the library's Recording Studio equipment. The Audio Recording Studio has all the software and equipment you need to record, mix, and master your sessions. Customers may upload compatible files into Pro Tools 12 via USB or download. Customers unfamiliar with Pro Tools 12 can access free beginner Pro Tools 12 courses online, at home or in the library through the eResource Lynda.com using your Brampton Library card.

Q. I have a friend from out of town, can they come in the studio?

Anyone wishing to use the studio (on their own or part of a group) must have a Brampton Library card, and must have completed the orientation. To obtain a Brampton Library card you need to be a resident of Ontario.

Q. What software does the studio use?

The studio uses Pro Tools 12. Customers unfamiliar with Pro Tools 12 can take free online beginner courses at home or in the library, via the library's e-Learning platforms. From the Brampton Library homepage, click on eLearning, then select Lynda.com. Input your barcode and pin to sign in, and search for "[Pro Tools 12](#)" to find appropriate courses.

Q. Is there an equipment list that I can reference?

Yes. Go to [bramptonlibrary.ca](http://bramptonlibrary.ca) > [Make](#) > [Audio Recording Studio](#) > [Equipment List](#).

Q. Can I bring my own equipment?

Customers may bring their own instruments. Laptops can be brought into the room but are not permitted to be hooked up to the DAW (Digital Audio Workstation). USB storage devices are permitted.

Q. Do I own the music I make in the recording studio?

Yes. The library does not make claim to any ownership, rights, or intellectual property of any party(ies) using the recording studio. Furthermore, it is the responsibility of the customer, not that of the library, to adhere to federal copyright laws.

Q. Is there video equipment available?

No. Currently the Audio Recording Studio does not have any video recording equipment. You are however permitted to bring a video recording device into the studio. In addition, the Makerspace at Chinguacousy has VSDC Free Video Editor, which can be used to edit your video.

Q. I am a teacher and I want to bring my class to use the studio. Can I do that?

All teachers looking to book a [class visit](#), which may include an introduction to the recording studio, must fill out the "[Request A Visit](#)" banner on the Brampton Library homepage. A Brampton Library representative will then reach out to the school contact to coordinate a visit.

Q. Does the computer save my session?

No. The studio computer does not save any sessions. Customers must either bring a USB or hard drive to save their session if they wish to access their unfinished tracks during their next booking. When saving your session, ensure that you save all files associated with your session.