Recording booth booking request

First name

Last name

Pronouns

Ex: She/her, he/him, they/them, she/they, he/they

Preferred contact
? Phone
? Email

Email
Phone number

Library card number

City Library cards begin with 23287

Preferred dates and times

Preferred date and time

Please provide us with your first and second choices for booking dates. Check the booking calendar to ensure your preferred times are available.

Date - your first choice
Time - your first choice - Select - ?
Duration (maximum 3 hours)
Date - your second choice
Time - your second choice - Select - ?
Duration (maximum 3 hours)

Additional users

How many people including yourself will be using the booth during your booking?
Maximum of four people allowed in the booth at one time.
? I understand that, unless accompanied by a parent/guardian, all users in the Recording Station will need a valid library card in good standing, and will need to provide proof of ID upon check-in

User #2 name

First and last name

User #2 library card number

City Library card number

User #3 name

First and last name

User #3 library card number

City Library card number

User #4 name

First and last name

User #4 library card number

City Library card number

Equipment requested

The Recording Station comes equipped with a Windows 10 PC, a Focusrite 2i2 digital audio input device, 2 desktop microphones, headphones, and studio monitors. If you require video cameras or a microphone with a floor stand please let us know by checking the box(es) below:

? Video camera kit

Handycam, with mic, teleprompter, and tripod. You will need to provide your own SD card for cameras.

? Smartphone kit

Comes with smartphone holder, mic, tripod, and smartphone cords. Bring your own smartphone

? Vocal/Instrument mic kit

Comes with dynamic mic and stand. Desktop mics for spoken word recording are pre-installed in the booth

? Music stand

Please note that ProTools is currently unavailable due to technical issues. Please use Audacity for audio recording

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Use experience

User experience

? never used recording equipment or software before, and will allow time during my booking to learn how to use it

? some experience, but will allow time during my booking to familiarize myself with the equipment and software

? used the recording station before, and I am comfortable using the equipment and software within my set booking time

I understand that staff support will be limited, and that the Recording Station is a learning environment; therefore, all users are encouraged to check out the tutorials and other learning resources for help using the

equipment and software available. I have...

Share Content
Do you post your projects to any content sharing sites, e.g. YouTube? If so, share the link(s) to your channel/website below, and tag your productions with #NVCLrecords, and we can feature your creations on our website!

Form Submission

By clicking "Submit", you agree that you are expected to be able to use the Recording Station equipment and software unassisted, and will allow time in your booking to familiarize yourself with the station. You agree that you will refer to the tutorials or attend a group technology coaching session if you need further help.

You also understand that this is a booking *request*, and is not secured until your receive confirmation from NVCL. You also understand that bookings require a minimum of 24 hours' notice, but that it may take longer to confirm a booking.

Freedom of Information and Protection of Privacy Act Notice

The library is collecting your personal information in accordance with Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions, please contact us at 120 14th St. West, North Vancouver, BC, V7M 1N9, or 604-998-3495 or privacy@nvcl.ca.

Security Check