Sound and Video Recording Space Guidelines

SPARC is a free-to-use recording studio and creative space for library members to use.

We encourage self directed learning within our recording space. Staff will provide basic overview

With SPARC, you can record music, video, podcasts, oral histories, voice overs, animation or anything else you can imagine.

Induction Process

Staff would like you to have the best experience, so we will do a once off induction to give you an overview of this space.

This induction consists of: an overview of the equipment and software available, the booking process, your responsibilities and access to the user guides and information to support your use of the recording studio.

Acceptable Use

When using this space, you have a responsibility to avoid activities that may be malicious or illegal. The studio equipment has been set up for your use. Do not unplug or remove any cables or equipment. Any customers suspected of conducting themselves in an illegal or inappropriate manner will be prohibited from using the recording studio.

Technical Support

SPARC comes with user guides and videos to assist you with using the equipment. Staff will provide basic technical assistance only.

The Library may occasionally run training sessions for our sound and recording space.

Equipment and Software Available

Podcasting Station

- iMac 24" 4.5K Retina display

- SONY 4K Handycam video camera and tripod

- RODE PODMIC Microphones

- Green screen and stands

- Studio lighting including selfie light

- RODE Caster Pro

- Reflector/Diffuser

- Arturia Mini Lab

- Drumbrute Impact

- Yamaha headphones

- Yamaha speakers

- Adobe Creative Suite

- iMovie

- Garageband

- Audacity

- Blender

- Final cut Pro

- OBS

- Sketchbook

- Unity

Equipment and Software Available

Sound Reducing Pod

- iMac 24" 4.5K Retina display

- Faderport 8 Production Controller

- Arturia Mini Lab

- Audio Fuse Studio

- Line 6 Pod Go (Guitar Pedal)

- RODE Microphone

- Drumbrute Impact

- Yamaha speakers

- AKG Headphones

- Ableton Live 11 Suite

- Nuendo 11

- Garageband

- iMovie

- Adobe Media Encoder 2022

- Pod Go Edit

- Analog Lab V

- Mini v3

Equipment and software is available for you to use but you may use your own equipment provided you do not interfere with cabling and equipment configuration.

If equipment or cabling are intentionally damaged or interfered with, you will be banned from using the sound and recording space.

Booking SPARC

Booking time in our recording space can be done through a visit, phone call or email to the library on (02) 6770 3636 or library@armidale.nsw.gov.au

The length of your session time will be a maximum 3 hours but consideration will be given for individual or group requirements and demand. Bookings may be extended on the day if there are no other bookings in place at that time. Requests for bookings after library hours will be considered at the discretion of the Library Manager to allow staffing to be arranged.

If you are 14 years old or younger you must have an adult with you for your session.

Due to space constraints there is a room limit of 5 people for your session.

If it is your first visit, allow time within your booked session for your induction. On this and subsequent visits, you will be required to stop by the library's front counter to sign in. Staff will issue you your door access pass to your library card and then you are ready to start recording.

Late Arrivals and Cancellations

Please call the library to advise if you no longer require a booked session to allow it to be freed up for any potential use.

If you are running late for your session, please advise the library via phone as soon as possible so the room will be held for you. If you do not arrive within 30 minutes of the booked start time, your session will forfeit.

End of Session Checklist

At the end of your session, please advise staff at the front counter and return your door access pass.

Staff will inspect the room after your session and if there is any damage found, you will be required to compensate the library for any repairs or replacements.

Saving Work

During your session, it is very important to regularly save your work. Library staff will regularly clear recordings from our computers. You are responsible for saving your own recordings to your device at the end of your sessions, as the library is not liable for any lost data.