

# Dandenong Library

## Recording Booth Induction

*imagine, explore, discover*

Booking and Check In / Check Out procedure

Powering on the Mac

Familiarity of equipment and facilities

Setting up your recording session

Saving your work

Conclusion

Take the test

*imagine, explore, discover*

## Booking Procedure

- All patrons must have and bring a *valid library card* (with web access for patrons under 18). Without your card we will not be able to provide access to the sound booth, even if you have made a booking
- All patrons must complete this induction prior to booking or using the recording booth for the first time
- The recording booth can be booked by phone or in person at Dandenong or Springvale libraries

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## What to bring?

When you're booked in to the recording booth, ensure that you always bring your...



*Library Card*



*USB*

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## Check-in Procedure

When you arrive at Dandenong Library, inform a staff member of your booking. The staff member will then,

- check that your library card is up to date
- book the booth for you
- unlock the recording booth and
- check with you that all the equipment is set up

**Please note:** the Library staff will retain your library card for the duration of your booking.

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## Check-out Procedure

Before finishing in the recording booth, you are required to;

- Eject and take your USB(s), as well as any other belongings with you
- Power off the iMac
- Put the headphones back onto their stand and the microphones into the upright position
- Clean and wipe down equipment and spray the antibacterial spray provided
- Inform a staff member that you have finished. They will check all equipment and return your library card.

Remember to **report any faults** to the Library staff.

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## Powering on the Mac



The on/off switch is located on the left hand side of the iMac. The screen will illuminate when it is powered on (this may take a few minutes)

*The Audio Interface is powered by USB and will turn on when the iMac is on.*

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## Powering off the studio



To turn off the iMac, click on the Apple symbol in the top left hand corner and choose Shut Down...

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## Familiarity of equipment and facilities



When you sing or produce a sound into the microphone,  
that sound will travel into the audio interface

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## Familiarity of equipment and facilities



The sound then travels from the audio interface into the iMac, and is processed and recorded by your *DAW* (Digital Audio Workstation - eg. Garageband, Adobe Audition)

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## Familiarity of equipment and facilities



The iMac sends the sound back into the audio interface, and out to the headphones

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## Equipment



Click on each device to find out what it does

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## Microphone



The Sound Booth is set up with 2 Shure SM58 Microphones. These microphones will allow you to record vocals and acoustic instruments.

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## Audio Interface



The sound booth is set up with an Focusrite Scarlett 2i2 audio interface. This is the device that will receive the signal from your microphone or instrument, and send it out to the iMac for processing.

It will also receive sound back from your iMac, and send it to your headphones.

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## Audio Interface

The **Input 1** dial controls the input level of the first microphone

The **Input 2** dial controls the input level of the second microphone

The **Headphone** dial controls the volume of the headphones

The **Monitor** dial controls the volume sent to the speakers (will not be in use)



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## Audio Interface



Both **INST** switches will allow you to choose either microphone or guitar/instrument

The **48V (Phantom Power)** switch should be set to **off**

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## iMac



From the audio interface, your signal will travel in and out of the iMac. You will have the ability to record, edit and add effects using DAWs (Digital Audio Workstations) installed such as *Garageband* and *Adobe Audition*.

For a comprehensive induction into these DAWs, we recommend that you complete these *LinkedIn Learning* courses.

These courses are **not compulsory** for this induction. Conditions may apply when using *LinkedIn Learning*

[Garageband Essential Training](#)  
[Audition CC 2019 Essential Training](#)

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## Headphones



There are a pair of Audio Technica headphones on each side of the booth.

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## Headphones



You can plug the headphones into the table on each side, underneath the microphone stands.

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## Headphones



The other end of the headphones should be plugged into the headphone jack, located on the front of the audio interface.

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## Setting up your recording session

Choose **either** 5 minute course on how to set up projects in Garageband or Adobe Audition.



*LinkedIn Learning* Garageband tutorial -  
“Create a new project”



*LinkedIn Learning* Audition tutorial -  
“Touring the Audition Interface”

*If you are prompted to login, use your Library Card number and PIN.*

Conditions may apply when using *LinkedIn Learning*

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## Saving your work

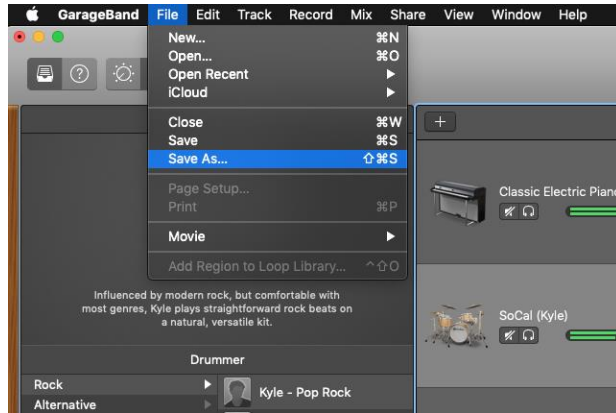


The iMac has multiple USB ports on the back. Use these ports and your own USB to save your work.

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## Saving your work

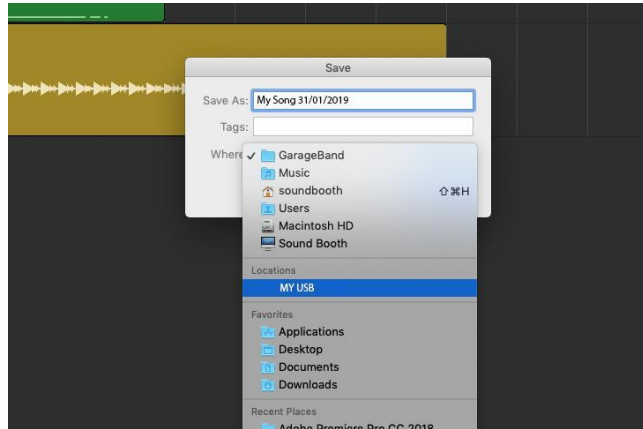


In your DAW, click on File in the top left corner, and then Save As...

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## Saving your work



Give your song a name and under the *Where* selection box, choose your USB and click Save

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## Conclusion

When using the Dandenong Library Recording Booth, all patrons must remember to:

- Bring their library card and USB every time
- Complete this induction and take the test once finished
- Follow staff instructions at all times
- Report any faults or issues to the Library staff
- Clean and wipe down equipment and spray the antibacterial spray provided

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## Conclusion

By using the Dandenong Library Recording Booth, you agree to the following:

You must have your own valid Greater Dandenong Libraries card (with web access) to use the Recording Booth

Users under 18 years of age must have parent or guardian consent in the form of web access. A parent or guardian must complete the induction process with any person under 16 years

Material displayed on the screen must be appropriate for a Public Library setting. You must not access or transmit any material of an offensive or derogatory nature

No more than one person is allowed in the Recording Booth at one time

No food or drink of any kind is permitted in the Recording Booth

Do not move the computer/interface, install any programs or tamper with settings on the library equipment

The library takes no responsibility for any virus, equipment failure or loss of data

All Recording Booth bookings may be made for up to two hours per day, with the option for extended time if no other patrons are booked in

Users must comply with staff directives in the interests of fairness and the smooth running of the service

Users must leave the Recording Booth in the same state in which they found it, and ensure that they have followed the correct Check In/Check Out Procedures

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[Click here to take the test](#)

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