

## SERVICES

## 474 Maker Studio

## 474.1 Purpose and Access

The Maker Studio is designed and outfitted to promote making and the maker ethos through access to up-to-date technologies, tools, and equipment. It is a respectful, collaborative workspace for those actively engaged in designing or making physical or digital media works. The Maker Studio may be used by Indian Prairie Public Library cardholders ages 8 and up, and students (aged 8+) and teachers from schools located within the library district, and Indian Prairie Library business cardholders. While the Maker Studio encourages creativity, the equipment is not intended for industrial or commercial purposes.

## 474.2 User Responsibilities

The Maker Studio is a self-directed area, with the expectation that the users will complete designs and projects mostly on their own. The library expects all users to use the Maker Studio facility, equipment, and materials carefully and safely and to follow instructions relative to use of the equipment. Users are expected to report broken equipment, and improper or unsafe use of Maker Studio equipment and facilities, to library staff. Users are responsible for returning all materials and equipment to their appropriate locations and cleaning up after themselves.

Users may not leave personal materials and projects in the Maker Studio between sessions without library staff permission.

No food or uncovered beverages are allowed into the Maker Studio

## 474.3 Usage and Availability of Materials

The library has developed procedures to assist guests in using the Maker Studio and its equipment (including tools) and materials. These procedures include (but are not necessarily limited to):

- A reservation process for use of equipment.
- Time limits for use of equipment.
- Priority usage.
- Maximum number of people at one time in the studio.
- Which equipment may be used independently, requires training before using, or must be used with staff assistance.

Guests must use the Maker Studio and its equipment in a reasonable manner. The library may deny use of library equipment and tools to individuals who do not take proper care of, recklessly use the equipment and tools, or do not attend required orientations in equipment and tool use. Patrons may be held responsible for willful misuse or damage to equipment.

The library determines which materials are acceptable to use on each piece of equipment and tool. Materials for use with some Maker Studio tools and equipment will be available for purchase; material availability is not guaranteed and prices are subject to change. The library does not offer refunds for material not used or for remnants. Users may bring in their own materials for use with equipment. All materials to be used with library equipment must be approved by staff prior to using the equipment. The library reserves the right to prohibit the use of any materials or tools in the Maker Studio that are deemed hazardous to Maker Studio facilities, equipment, users, or staff.

The library cannot guarantee product quality, satisfaction, equipment availability or stability, or design confidentiality and is not responsible for failed projects. The library cannot guarantee access to equipment to ensure that a job will be completed within a particular time frame. The library is not responsible if there is damage to a project, if a project does not print correctly, does not work, or if a user's personal equipment is damaged or destroyed while using any of the library's machines or tools. The library and its staff are not liable for any injury, loss, damage, or expenses sustained by any user due to the utilization of services, equipment, software, advice or information. The library reserves the right to halt, delete, or disallow the creation of items of use of equipment that violates library policy.

Users are responsible for saving their project on their own memory device as appropriate. The library is not responsible for data loss during the creation or digitization process. The library recognizes that an original design is the property of the designer and will not duplicate that design for someone else.

When the library produces an object at the request of a cardholder, the library reserves the right to review and approve all materials before production. The design may be examined to ensure compliance with this policy and whether it is capable of production. If there is a problem with the design and/or production, the patron will be informed of the problem(s) and the change(s) needed before the design can be made. The library cannot guarantee that a production job will be completed within a particular time frame.

Users are not permitted to use the library's equipment to create objects which are:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or pose a threat to the well-being of others, including weapons and look-alike weapons.
- In violation of the terms of use of the manufacturer of the equipment.
- Obscene, sexually explicit or inappropriate for the library environment.
- In violation of a person's intellectual property rights, e.g. the equipment may not be used to reproduce objects which are protected by a copyright, patent or trademark.
- Intended for industrial or commercial use.

The copyright law of the United States (Title 17, U.S. Code) governs all reproductions of copyrighted material. Patrons of the Maker Studio are responsible for any related infringement. By submitting content or objects, the user agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to patented, trademarked, or copyrighted materials. Computers and the library network may not be used to illegally upload, download, or copy copyrighted materials including software, music, videos and graphics. This includes the use of online services that facilitate the unlicensed sharing of media files. Duplication of commercial CDs or DVDs is not permitted unless allowed by law.

Adopted 4/21/21, complete review & revisions approved 2/15/23, revisions approved 5/15/24