DeKalb Public Library Studio Use Policy

POLICY STATEMENT:

The DeKalb Public Library provides access to innovative technology to support educational, professional, and personal goals and endeavors as a public service. The Nancy D. Castle Collaboration Studio and Sound Studio house a range of equipment and classes in using technology. The Board of Trustees authorizes the Library Director to establish reasonable procedures governing the use of studio equipment in collaboration with the Board of Trustees.

Approved 05/08/2019

DeKalb Public Library Studio Use Procedures

PROCEDURES:

• The Library’s equipment may be used only for lawful purposes. Equipment may not be used to create weapons or materials that are prohibited by local, state, or federal law; are unsafe, harmful, dangerous, or which pose an immediate threat to the well-being of others; or which are otherwise inappropriate for the library environment.

• All creative projects must follow U.S. copyright law. Provisions for fair use of artwork and other creative works are extremely restrictive. Patrons are personally responsible for knowing the copyright status of any music or graphic material they wish to use in projects created on Library equipment. If material is copyrighted and does not fall under a fair use category, the patron must own the copyright or have written permission from the copyright holder before use. Numerous resources exist for fair use media materials. If you have a question, please ask a librarian for assistance.

• The Library reserves the right to review and approve all materials before printing, cutting or engraving.

• The Library recognizes that an original design is the property of the designer and will not duplicate that design for someone else without permission of the content creator.

• The Library cannot guarantee that a project will be completed within a particular time frame or with a specific amount of material.

• The Library cannot guarantee and is not liable for the final appearance of objects. Color preferences may be submitted, but may be substituted for available materials at Library discretion.

• The Library is not liable for any damages, human injury, and/or costs in the event of a failure of a project, or of injuries or property damage caused by objects made in the Library. The library strongly recommends that Library equipment not be used to make things that could prove harmful, or that would result in significant cost to the user if they fail.

• Supervision of the use of equipment by Library Staff does not constitute knowledge, or acknowledgment, of any unapparent final use of the fabricated product, and the Library specifically disclaims any knowledge thereof.

• Patrons will provide their own materials for projects that are not part of a Library class or workshop. A list of approved materials is available at the Tech Desk. All material used on Library equipment must be approved by Tech Desk and Studio Staff. Patron supplied materials must be either purchased through an approved vendor, or be supplied with a Materials Safety Data Sheet. A list of approved vendors is available from Collaboration Studio staff. A limited selection of suitable materials may be available for purchase through the DeKalb Public Library. Material costs are not reimbursed under any circumstances. The Library is not responsible for failed jobs or material damaged by the equipment.

• To protect customer and machine safety, PVC or chloride-containing materials are specifically prohibited.

• Jobs must be submitted in approved file formats and sizes. A list of these can be found at the Tech Desk. Library staff may re-size an object, change its orientation, or add additional supports, but will not make other modifications to a file.
• The cost of 3D printing is $0.10 per gram for the Ultimaker FDM printers and $0.35 per ml for the Form 2 SLA printer; the amount of which will be determined by the printer software and paid for before the print is started.
• Printing is available on a first-come, first-served basis and is coordinated by the DeKalb Public Library staff. Priority printing will be given to library programs and events. An estimated time of completion will be given to the requester at the time of request.
• The nature of 3D printing does not allow complete patron privacy.
• In order to use the Sound Studio, patrons must:
  o Attend a Sound Studio Orientation class before reserving time in the Studio.
  o Possess a DeKalb Public Library card in good standing OR a library card in good standing from another library in the PrairieCat system.
  o Be 18 years of age. Patrons 15-17 may use studio when accompanied by a library cardholder 18 years or older.
• No more than three individuals in the studio at any one time.
• Absolutely no food or drink is allowed in the Sound Studio.
• The Library Code of Conduct policy applies to activities in the Sound Studio. Any violations of this policy may result in loss of Studio privileges and/or full library privileges. Treat your group, library staff, and other artists kindly.
• To use equipment in the Sound Studio, patrons must sign a checkout form upon each individual use of equipment. Equipment becomes the responsibility of the patron during their session. Any lost or damaged equipment will be charged to the patron.
• Studio-created content shall not:
  o Contain profane, obscene, violent, sexual, or pornographic content and/or language,
  o Promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation,
  o Contain content that violates a legal ownership interest, such as a copyright or trademark,
  o Threaten any person or organization, or
  o Violate any federal, state, or local law.
• The Library retains the right to monitor all activity conducted in the Sound Studio for the purpose of ensuring compliance with Library rules and regulations. Library personnel must have free access to the Studio production space at all times.
• Time in the Sound Studio is reserved on a first-come, first served basis. Reservations are for three hours. Patrons will not be allowed to run over their reserved time, and should build in appropriate time to clean the space before their reservation ends.
• The library cardholder who reserves the studio and any dedicated equipment will be considered the main user and will bear responsibility for any damage or misuse of the equipment. It is this person’s responsibility to sign a waiver attesting that the room and equipment are in proper working order upon entering the space. Faulty equipment or room concerns must be reported immediately. Cardholders are responsible for returning and restoring all rooms and equipment to condition they were upon checkout.
• 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 products is not permitted.
• Concerns about copyright infringement extend to the use of equipment to duplicate copyright-protected documents and graphic materials. Each patron assumes all responsibility for observing copyright restrictions when using scanners in the library.