DeKalb Public Library Studio Use Policy

The DeKalb Public Library provides access to innovative technology to support educational, professional, and personal goals and endeavors as a public service. The Sound Studio and 309 Creative ("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 and spaces.

Approved by the DeKalb Public Library Board of Trustees 10/2026

DeKalb Public Library Studio Use Procedures

Content:

1. 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.

2. Studio-created content shall not:
   a. Contain obscene, violent, or pornographic content and/or language,
   b. 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,
   c. Threaten any person or organization, or
   d. Violate any federal, state, or local law.

3. All creative projects must follow U.S. copyright and trademark 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. The Library assumes no responsibility or liability for a patron's compliance with copyright and trademark laws.

4. All Studio projects are subject to the Library's Computer and Internet Use Policy.

5. The Library reserves the right to review and approve or deny all materials, projects, and designs before printing, cutting or engraving.

6. 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.

7. 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.

8. 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.

Production and Materials:

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

2. 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.

3. 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.

4. 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.

5. The Library will provide materials for class or workshop projects unless otherwise noted. The Library may also provide limited amounts of some materials for creative projects to be used outside of workshops or classes. Patrons may bring or purchase additional materials to use in 309 Creative.

6. All material used in 309 Creative must be approved by Tech Desk and Studio Staff. Patron-supplied materials must be purchased at the Library, bought through an approved vendor, or be supplied with a Materials Safety Data Sheet. A list of approved vendors and materials is available at the Tech Desk.

7. Material costs are not reimbursed under any circumstances. The Library is not responsible for failed jobs or material damaged by the equipment. Estimated costs., will be provided upon request before use, but the final cost is determined by the actual use of materials.
8. To protect customer and machine safety, PVC or chloride-containing materials (including vinyl records) 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 offer feedback or advice at their discretion, but do not guarantee results.
   The cost of 3D printing will be determined by the printer software. There will be no charge for failed 3D prints.

9. 3D printing is available on a first-come, first-served basis and is coordinated by the DeKalb Public Library staff. Priority 3D printing will be given to library programs and events.

10. The library is not a mass-production fabrication facility, and should not be used as such.

11. The nature of a public art space does not allow complete patron privacy.

Conduct:

1. The Studio spaces are shared creative space. Patrons using this space must be respectful of others and keep their projects tidy. Patrons are expected to clean up after themselves, to share equipment with other users when asked, and to return materials and equipment to the proper locations.

2. In order to provide sufficient time for cleaning, Studio staff may require projects to be completed 15 minutes before stated Studio closing times.

3. During high-demand times staff may impose a 1-hour time limit on use of equipment.

4. 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.

5. 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.

6. Children under 11 years of age must be accompanied by an adult aged 18+ to use 309 Creative. Adults accompanying children to workshops or classes may also participate in the class if there is a space available, or may assist their child with a single project. A single adult may supervise up to three children. Supervising adults must be engaged in assisting their children while in the space.

Sound Studio:

1. In order to use the Sound Studio, patrons must:
   a. Complete a training session provided by the Library.
   b. Be 14+ years of age or be accompanied by an adult 18+.

2. No more than three individuals may be in the Sound Studio at any one time.

3. Absolutely no food or drink is allowed in the Sound Studio.

4. Equipment in the Sound Studio becomes the responsibility of the patron during their session. Any lost or damaged equipment will be charged to the patron.

5. Time in the Sound Studio is reserved on a first-come, first served basis. Reservations are for two hours. Patrons should build in appropriate time to clean the space before their reservation ends.

6. Use of the Sound Studio is prioritized for recording. Editing software is available in the adult computer lab. Staff may alter reservations to give recording priority.

7. The library patron 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. Faulty equipment or room concerns must be reported immediately. Patrons are responsible for returning and restoring all rooms and equipment to condition they were upon checkout.