



## Sachem Public Library's Studio Makerspace Policy

1. Use of *The Studio* is reserved for patrons of the Sachem Public Library (hereinafter referred to as "SPL") with a card in good standing.
2. Appointments to use the equipment are recommended. The time frame for the use of each piece of equipment will vary.
3. Drop in visits are acceptable *ONLY* if there are no scheduled appointments, scheduled programs or if the allotted time to complete a project does not overlap a scheduled appointment or scheduled program.
4. Every patron who intends on using ANY equipment/software in any of the SPL's *Studio* spaces must be instructed on the proper use of the equipment/software and sign a *Studio Maker Agreement* both agreeing to proper use of the equipment/software AND that they understand the operation of said equipment.
5. Patrons under the age of 13 **MUST** have a parent or guardian present who will be responsible for that child while in *The Studio*. For *Studio T* for teens, all youth under the age of 11 must have parent or guardian present at all times. Parent or guardian of a teen age 11-17 **MUST** read, agree and sign a *Studio Maker Agreement*. For *Studio C* for children, children **MUST** have a parent or adult guardian present at all times. In order to use *Studio C*, a parent or adult guardian **MUST** read, agree and sign the STUDIO MAKER AGREEMENT.
6. Food and drink are not permitted in the Adult or Children's *Studio* space at any time. Food and drink in DesTEENation subject to the type of equipment being utilized by the patron.
7. Projects that are created in *The Studio* spaces will be held:
  - a. Projects created in Studio A will be held for 3 weeks, after which the item will be either discarded.

- b. Projects created in Studio T will be held at the SPL for two weeks, after which items will be discarded.
8. Each *Studio* closes one half hour before the library closes. Any projects not finished during that time period can be held and resumed at a later date (resumption of a 3D printing project is exempt from being resumed because of the limitation of the technology).
9. *Studio T (Teen Studio Space)* is open to all ages from 10:00am – 2:00pm during school days by appointment only or through a pre-registered program. No appointments for Studio equipment can be made on Friday evenings after 5:00pm. In the event of an emergency school closing, appointments will be rescheduled.
10. Costs:
  - a. 3D Printing: 50¢ per half hour.
  - b. 3D Scanning \$5.00 one-time fee per item.
  - c. 3D Pen Printing: 50¢ per half hour.
  - d. Paper Printing: SPL patrons, first 10 black and white pages are free, any additional prints are 10¢. The first 2 pages of color prints are free, and any additional prints are 25¢ per page (10 free resets on 12am the following day).
  - e. Laser Engraving/Cutting: 25¢ per minute.
  - f. Patrons without a design & wish to have staff assist in a design shall incur a \$5.00 design fee.
  - g. Button Maker 2.25" or Button Maker 1": 10 free buttons, \$1.00 fee for each additional 10 buttons with a limit of 100 buttons per month. Current library printing policies and costs apply for the printing of photo templates.
  - h. Smart Printer: 5 free prints, 50¢ for each additional print.
11. 3D printing:
  - a. Cannot create items that are prohibited by local, state or federal law; obscene, offensive, unsafe or harmful; pornographic; pose a risk or endanger others; weapons or components of weapons, weapon replicas, objects that could be considered weapons; or objects that would violate patents, copyrights, trademarks, registered designs or any other proprietary objects.

- b. All files to be printed must be reviewed by the SPL staff prior to introducing those files to the 3D printer.
  - c. All patrons who wish to print files MUST complete an AGREEMENT & WAIVER.
  - d. All items must be the patrons own design, be items preselected from samples or files provided by the manufacturer of the printer, reside in the public domain and do not conflict with any SPL policy.
12. 3D Scanning may be performed by people with an existing object. Any editing of the original scan will be for the sole purpose of correcting errors in the scan or repairing an item that had damage and not to enhance the object unless the item scanned is an original object that does not have a copyright, trademark, patent, registered design or any other proprietary license. Patrons may not submit more than 3 3D Scanning Request Forms in 1 calendar month.
13. Engraving may be performed by patrons with the assistance of Studio Staff. Patrons are required to bring in their own materials for engraving. Those materials can include, cloth, glass, plastic, wood and soft metals (like soft aluminum). The engraver cannot engrave precious or semiprecious metals or hardened metals. Patrons may not submit more than 4 Engraving Request Forms per week.
14. Virtual Reality (hereinafter referred to as “VR”) shall be used in a pre-designated area. Use of VR will be accessible by appointment. The software used in conjunction with the VR equipment will consist solely of software that is purchased by the SPL for use by our patrons. Patrons may not install software on the VR computer. Patrons can request titles that the SPL can consider for purchase and installation.
15. Time Limits:
- a. *Studio A:*
    - i. Laser cutter: 1 hour.
    - ii. Virtual Reality: Walk-ins the second and fourth Wednesdays of the month from Wednesdays 1pm-3pm, Fridays 6:30pm-8:30pm.
    - iii. Creation Station: 2 hours.
  - b. *Studio T:*
    - i. Green Screen: 2 hours.

- ii. Sphero Robots: 1 hour.
- iii. Wacom Drawing Tablets: 2 hours
- iv. Korg Music Components: 2 hours.
- v. Button Makers: 1-2 hour maximum.
- vi. Creation Station: 2 hours
- vii. 3D Printer: No more than (3) print requests per calendar month, excluding school projects.

c. *Studio C*:

- i. Time will be regulated by program.
16. Any work performed on any *Studio* computers must be saved to external memory (flash drive, thumb drive, SD card, external hard drive, etc.). Any files saved locally to the computer's hard drive will be deleted at the end of the day.
17. Any materials that are produced at the SPL shall not contain any obscene, offensive, graphic or inappropriate language images or depictions will be confiscated and turned over to the administration department at the discretion of the library personnel.