



Sachem Public Library's Studio/Makerspace Policy

- Use of *The Studio* is reserved for patrons of the Sachem Public Library with a card in good standing.
- Appointments to use the equipment are recommended. Drop in visits are allowed *ONLY* if there are no scheduled appointment or programs. Appointments for the use of the embroidery machine, negative scanner, green screen or The Booth are required.
- Parent/Guardian Supervision is recommended for patrons under the age of 13. See Studio staff for space specific child supervision requirements.
- Food and drink are not permitted in The Studio.
- Spaces close 30 minutes before the library closes.
- Costs may be associated with the use of particular devices/equipment. See Studio Staff for pricing and availability.
- All items must be reviewed by the SPL staff prior production.
- Any items produced in The Studio must not be prohibited by local, state or federal law; obscene, offensive, unsafe or harmful; 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. All items must be the patrons own design or reside in the public domain and will not conflict with any SPL policy.
 - a. Patrons may not submit more than 4 engraved or printed items per week.
 - b. Patrons may not submit more than 3 items for 3D Scanning in one calendar month.
- Staff will operate the equipment in the Studio spaces unless otherwise instructed. Walk in patrons without an appointment are permitted to use the certain equipment for a period of 2 hours unless otherwise instructed by staff:
- Any materials that are produced in the Studio shall not contain any obscene, offensive, graphic or inappropriate language images or depictions will be confiscated and turned over to the Director at the discretion of the library personnel.
- All users of the Sachem Public Library Studio spaces shall comply with all local rules for each individual space.

I have read and agree to the terms set forth in this Makerspace policy:

Name: _____ Date: _____

Signature: _____ Barcode: _____