

# STUDIO POLICY

## 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.

## Studio T (in DesTEENATION)

- Parent/Guardian Supervision:
  - a. *Studio T (Teen Space)*: All youth under the age of 11 must have a 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*.
- Food and drink in DesTEENation subject to the type of equipment being utilized by the patron.
- *Studio T* 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.
- Costs:
  - a. 3D Printing: 50¢ per half hour.
  - b. 3D Scanning \$5.00 one-time fee per item.
  - c. Laser Engraving/Cutting: 25¢ per minute.
  - d. Poster Printing: \$1.00 per linear foot.
  - e. Patrons without a design & wish to have staff assist in a design shall incur a \$5.00 design fee.
  - f. Button Maker:
    - i. 2.25"or Button Maker 1": 10 free buttons, \$1.00 fee for each additional 10 buttons with a limit of 200 buttons per month.
    - ii. 3.5" Button Maker 10 free buttons, \$1.00 fee for each additional 4 buttons with a limit of 100 buttons.
  - g. Smart Printer: 5 free prints, 50¢ for each additional print.
- Usage *Studio T*:
  - a. Green Screen: 2 hours.
  - b. Sphero Robots: 1 hour.
  - c. Wacom Drawing Tablets: 2 hours.
  - d. Button Makers: 1-2 hour maximum.
  - e. Creation Station: 2 hours.
- Creation Station and iPad Pros are reserved for individuals working on creative projects only, such as music, art, design and coding. Individuals are encouraged to schedule appointments in advance.

## Studio C (Children's Studio)

- Parent/Guardian Supervision:
  - a. Children MUST have a parent or adult guardian present at all times.
- Food and drink are not permitted in the space at any time.

*Revision approved by the Board of Trustees at their regular scheduled meeting held on September 16, 2019.*