

**General**

- Use of *The Studio* is reserved for patrons of the Sachus Public Library with a card in good standing.
- Food and drink shall not be permitted in The Studio.
- Studio Spaces close 30 minutes prior to the library closing.
- Staff will operate the equipment in the Studio spaces unless otherwise instructed.
- Any materials that are produced in the Studio shall not contain any obscene, offensive, graphic or inappropriate language images or depictions. Any inappropriate materials may be confiscated and turned over to the Director at the discretion of library personnel.
- 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 an original design/reside in the public domain and not conflict with any SPL policy.
- Appointments to use the equipment are recommended. Drop in visits are permitted *ONLY* if there are no pre-scheduled appointment or programs. Any resulting work will go in the queue, unless creating during the appointment [does not impede progress on earlier submitted projects].
- Appointments or drop in visits are limited to 1 hour with Studio staff for all equipment.
- Parent/Guardian Supervision is strongly recommended for patrons under the age of 13.
- Staff and equipment are not equipped in the development, printing or the publishing of any material that is designed for publication.
- Hardware upgrades, software or antivirus installs on computers/tablets/electronic devices not owned by the Library are prohibited.

**Submissions/Reservations**

- Patrons are encouraged to perform work or submit pre-created designs to The Studio.
- Appointments for the use of Studio equipment shall be requested by telephone, in person or electronically via [sachuslibrary.org/services-resources/studio](http://sachuslibrary.org/services-resources/studio).
- Projects shall be submitted electronically at [sachuslibrary.org/services-resources/studio](http://sachuslibrary.org/services-resources/studio).
- Jobs are started in the order they are received. Each request for work submitted to The Studio is considered a new project.
- Submissions are subject to the following limits **per patron per week**:
  - Poster Prints: **12 feet**
  - 3D Prints: **15 clock hours** of printing
  - Engraving: **60 minutes** of active engraving time
  - Creation Station: **One 2-hour session per day**
  - Booth: **One 2-hour session per day**
  - Video Conversions
    - i. In person self-serve conversions – **2-hour session per day**
    - ii. **2** video cassettes/film spool submissions per week
  - 3D Scanning: **1** item per month
  - Green Screen: **One 2-hour** session per day
  - Negative/Slide Scanner: **One 2-hour** session per day
  - T-shirt press: **10** pre-designed pieces of apparel per month.

- Costs for services associated with the equipment:
  - Poster Prints:
    - i. Matte Paper - **\$1.00** per running foot
    - ii. Photo Paper - **\$2.00** per running foot
    - iii. Vinyl and Matte Canvas - **\$3.00** per running foot
  - 3D Printing:
    - i. Filament and Resin Printing - **5¢** per gram as evidenced by slicing software prior to production
  - Laser Engraving: **25¢** per minute
  - T-Shirt Press: **\$5.00** per piece of apparel. Plus **\$5.00** fee for designs created by staff.
- Services/equipment can be utilized by patrons by appointment without a fee:
  - 3D Scanning
  - Negative/Slide Scanning
  - The Booth recording studio
  - Photo scanning
  - Creation Station computers
  - Video Conversions
  - Cricut
  - Virtual Reality
  - Green screen

### **Programming**

*In addition to SPL's standard program policy the following applies:*

- Patrons may register for **1** Studio program the first week of registration. No wait listing allowed at this time.
- **6 days after** initial registration date at 9:30am, registration for additional programs is permitted provided there are still available seats in those classes. Wait listing allowed.
- Substitutions of attendees is not allowed. Patrons who are not registered to attend a program will be asked to leave.
- When a patron informs Studio staff that they are unable to attend the program, the vacancy is filled in order of the waitlist, via email and phone call. Patrons cannot request to give up their place in a class for a family member or friend.
- Attendance is required to receive program materials. If a patron fails to attend the class, they are not entitled to those class materials.
- Payment due upon completion for programs that charge a fee, unless otherwise specified.
- Wait listed persons shall not attend the class unless called by library staff or receive an email informing them of a vacancy prior to the start of the program.

*\*Above policy is in addition to Library Programs Policy and terms and conditions of Sachem Public Library Studio Procedures and Waiver.*