



Studio Policies

General

- Use of *The Studio* is reserved for patrons of the Sachem Public Library with an adult card in good standing.
- Patron understands that the Library provides no guarantee of quality or final results of any materials or projects. At The Studio's direction, complex projects may not be accepted and alternatives may be offered.
- Food and drink shall not be permitted while operating machinery.
- Studio Spaces close 30 minutes prior to the library closing.
- Staff will operate the equipment in the Studio spaces unless otherwise instructed.
- Any items produced in The Studio must not be prohibited by local, state or federal law, or SPL policy; political in nature; obscene, offensive, unsafe or harmful; pose a risk or endanger others; weapons or components of weapons; life-like weapon replicas, or objects that would violate patents, licenses, copyrights, or trademarks.
- Staff and equipment are not equipped or trained in the development, printing, or publishing of any material that is designed for commercial use.
- Appointments to use the equipment are required. If the project cannot be completed within the allotted appointment time, the resulting work will be added to The Studio queue at staff discretion.
- Appointment times vary depending on appointment type. Please see the appointment section of The Studio webpage for specifics.
- Costs for associated services are subject to the limits listed in The Studio Service Fees and Limits document posted on The Studio webpage.
- For safety purposes, Parent/Guardian Supervision is required for patrons under the age of 13.
- Hardware upgrades, software, antivirus installations, or other kinds of repair on computers/tablets/electronic devices not owned by the Library cannot be performed or guided by library staff.

Submissions

- Patrons are required to submit fully created project/designs to The Studio.
- Patron projects shall be submitted electronically on The Studio page of the Sachem Public Library's website.
- **Submissions are started in the order they are received.** Each new design or alteration to an existing design that is submitted to The Studio is considered a new project.
- **The Studio cannot guarantee completion by a particular deadline.** Submissions can take approximately 14 business days to complete. **Project completion timeline is subject to change** based on staff/equipment availability and the current submission queue.
- Submissions are subject to the limits listed in The Studio Service Fees and Limits document posted on The Studio webpage.

Appointments

- Patrons are required to create their own designs during an appointment or submit pre-created designs to The Studio.
- Appointments are subject to the limits listed in The Studio Service Fees and Limits document posted on The Studio webpage.

Programming

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

- Patrons may register for 1 Studio program the first week of registration. A spot on the waitlist counts as your one program in that week.
- **6 days after** initial registration date at 9:30am, registration for additional programs is permitted provided there are still available seats in those classes.
- Patrons must check-in at The Studio desk for their registered program. If a program fee is required, payment is due at the time of check-in.
- 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. Wait listed patrons 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.
- Attendance is required to receive program materials. If a patron fails to attend the class, they are not entitled to those class materials.

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