

CREATIVE STUDIO USE POLICY

Use of Space

The Creative Studio is designed and outfitted to promote making and the maker ethos through access to up-to-date technologies, tools, and equipment. It is a respectful, collaborative workspace for those actively engaged in designing or making physical or digital media works. The Creative Studio may be used by library cardholders, in or out of district.

The Creative Studio is open for public use during staffed hours unless there is a library program in progress. Those hours can be found on the library website at <https://www.byronlibrary.org/creativestudio/>

The Creative Studio is designed for adult use. Patrons age 11 and up may use the Creative Studio with the supervision of a parent or guardian or during designated Teen Only hours. Patrons under the age of 11 are not allowed to use the Creative Studio.

Materials and Equipment

The library expects all users to use the Creative Studio facility, equipment, and materials carefully and safely and to follow instructions relative to use of the equipment. Users are expected to report broken equipment, and improper or unsafe use of Creative Studio equipment and facilities, to library staff. Users are responsible for returning all materials and equipment to their appropriate locations and cleaning up after themselves.

Users may not leave personal materials and projects in the Creative Studio between sessions without library staff permission.

Use of equipment and tools is available on a first come, first served basis. Use of equipment or tools is limited to 2 hours per day. If no one is waiting to use the equipment or tools, use may be extended at the staff's discretion. Use of select equipment and tools require staff assistance to operate. Independent use of equipment may only occur if a user has received approval from Creative Studio staff. 3D printers can only be run by staff. Patrons may submit a 3D print job via email on the library website. 3D printing jobs are limited to 10 hours per week per patron. Patrons may bring in their own materials for use with specific equipment. All materials to be used with library equipment must be approved by staff prior to using the equipment. The library reserves the right to prohibit the use of any materials or tools in the Creative Studio that are deemed hazardous to Creative Studio facilities, equipment, users, or staff.

The library offers materials for purchase with select equipment. Materials will be sold at cost plus shipping and state sales tax. For a full list of materials and prices, visit the library's website (www.byronlibrary.org/creativestudio/). The library does not offer refunds for materials used or for any remnants. There is no charge to use materials to complete the Studio Craft.

The library cannot guarantee product quality, satisfaction, equipment availability or stability, confidentiality of design, or specific delivery times. Patrons are responsible for the storage of their

digital files and providing their own storage devices as needed. The library is not responsible for data loss during the creation or digitization process.

All equipment available in the Creative Studio must stay in the Creative Studio. Staff approval may be given to use the equipment elsewhere in the library.

Restrictions

Patrons must use the Creative Studio and its equipment in a reasonable manner. The Byron Public Library District may deny use of library equipment and tools to individuals who do not take proper care of, or recklessly use the equipment and tools. Patrons may be held responsible for willful misuse or damage to equipment.

1. The library reserves the right to refuse any project and/or item creation request.
2. The library cannot guarantee product quality, satisfaction, equipment availability or stability, or design confidentiality and is not responsible for failed projects. The library is not responsible if there is damage to a project, if a project does not print correctly, does not work, or if a user's personal equipment is damaged or destroyed while using any of the library's machines or tools. The library and its staff are not liable for any injury, loss, damage, or expenses sustained by any user due to the utilization of services, equipment, software, advice or information. The library reserves the right to halt, delete, or disallow the production of any project.
3. Equipment may not be used to produce:
 - a. Content or objects prohibited by federal, state, or local law.
 - b. Content or objects in violation of intellectual property rights, e.g., 3D printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.
 - c. Weapons or look-alike weapons.
 - d. Objects or materials that would be considered obscene or inappropriate for the library environment.
4. The copyright law of the United States (Title 17, U.S. Code) governs all reproductions of copyrighted material. Users of the Creative Studio are responsible for any related infringement. By submitting content or objects, the user agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to patented, trademarked, or copyrighted materials. The Byron Public Library District is not responsible for any damage, loss, or security of data arising from the use of its computers or network, nor for the functionality or quality of content produced in the Creative Studio.
5. Computers and the library network may not be used to illegally upload, download, or copy copyrighted materials including software, music, videos and graphics. This includes the use of online services that facilitate the unlicensed sharing of media files. Duplication of commercial CDs or DVDs is not permitted unless allowed by law.

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