

COLLABORATORY POLICY

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The Collaboratory is the Northbrook Public Library's makerspace. It is designed and outfitted to promote making and maker ethos through access to up-to-date technologies, tools, and equipment that support learning, skill-building, tinkering, creativity, and environmental awareness. Staff facilitate access to information, resources, equipment, and community while promoting inclusion, diversity, learning, and creativity.

A. Appropriate Use of the Space

1. Users must be 11 years of age or older to be in the Collaboratory without a parent/guardian. Users younger than 11 and vulnerable adults must be accompanied and monitored at all times by a parent or other responsible caregiver who is 14 years of age or older.
2. Independent use of equipment may only occur if a user has received approval from Digital Services staff.
3. The Collaboratory is a respectful, collaborative workspace for those actively engaged in designing or making physical or digital media works. Users not engaged in such activities will be asked to relocate to a different area in the library.
4. At times, the noise level in the Collaboratory will exceed the comfort level of some users. Users should be prepared to work in an occasionally noisy, busy space.
5. Food and drink are not allowed in any part of the Collaboratory unless it is part of a library-sponsored program or permission is granted by library staff.
6. The Collaboratory may be closed during programs or maintenance.
7. Users of the Collaboratory must adhere to all Northbrook Public Library policies and obey all local, state and federal laws when using the Collaboratory.

B. Use of the Equipment and Materials

1. Prior to using Collaboratory tools or equipment, projects must be reviewed and approved by a staff member.

2. Use of equipment and tools on the floor 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. 3D printing jobs are limited to 8 hours or less.
3. Same day reservations for up to 3 hours per session are allowed in The Peltz Digital Media Suite rooms. Use may be extended at the staff's discretion.
4. Use of select equipment and tools require staff assistance to operate.
5. Users may bring in their own materials for use with equipment. All materials to be used with library equipment must be approved by staff prior to using the equipment, based on guidelines for each piece of equipment. Please provide the item's Safety Data Sheet (as available) when seeking staff approval.
6. The library offers materials for purchase with select equipment. Charges are added to the user's library card. Materials will be sold at cost. For a full list of materials and prices, visit the library's website.
7. The library cannot guarantee product quality, satisfaction, equipment availability or stability, confidentiality of design, or specific delivery times. Users 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.
8. The library does not offer refunds for materials used or for any remnants.
9. 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 loss, damage or expenses sustained by any user due to the utilization of services, equipment, software, advice or information.
10. All equipment available in the Collaboratory must stay in the Collaboratory. Approval may be given to use the equipment elsewhere in the library.
12. Issues, accidents, or injuries must be reported immediately to staff.

C. Restrictions

Users must use the Collaboratory and its equipment in a reasonable manner. The Northbrook Public Library may deny use of library equipment and tools to individuals who do not take

proper care of, recklessly use the equipment and tools, or do not attend required orientations in equipment and tool use. Users 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. Equipment may not be used to produce:
 - Content or objects prohibited by federal, state, or local law.
 - 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.
 - Weapons or look-alike weapons.
 - 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 Collaboratory 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 Northbrook Public Library 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 Collaboratory.
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.