Warren-Newport Public Library District
Lake County, Illinois
Board of Trustees

Policy 3048 The Workshop

ARTICLE 1. INTRODUCTION

The Warren-Newport Public Library District (WNPLD) is committed to fostering creativity and innovation within the community. The Workshop makerspace provides patrons with access to tools and technology to bring their ideas to life. This policy outlines the guidelines for using The Workshop and ensuring a safe, inclusive, and productive environment for all users.

ARTICLE 2. USER ELIGIBILITY

A “Workshop User” is a person who has a registered library card in good standing and has signed a liability waiver agreeing to comply with The Workshop’s rules.

All Workshop Users must sign a liability waiver before using The Workshop equipment. A parent or guardian must sign the waiver for a Workshop User younger than sixteen (16) years of age.

Workshop Users must be at least ten (10) years of age to be in The Workshop without a parent, guardian, or other responsible caregiver. Workshop Users younger than ten (10) years of age, as well as vulnerable teens and adults who require assistance, must be accompanied and monitored at all times by a parent, guardian, or other responsible caregiver.

A parent or guardian must directly supervise a Workshop User younger than ten (10) years of age during active use of any Workshop machinery or equipment.

Warren-Newport Public Library (WNPL) staff will provide only the instruction ordinarily available to all Workshop Users and will not assume responsibility for supervising a child. Age restrictions may be superseded by age-appropriate programs (see Policy 3063 Unattended Children).

A registered library card in good standing is required to use The Workshop equipment or submit three dimensional (3D) print files. This requirement does not apply to participation in WNPL-sponsored programs.

All users are expected to adhere to all WNPLD policies, including:

- 3060 Standards of Public Conduct
- 3063 Unattended Children
- 3065 Technology Use by the Public

ARTICLE 3. GENERAL USE

WNPL-sponsored activities, classes, and programs will have priority use of The Workshop makerspace.

The Workshop is reserved for users actively engaged in designing or making physical or digital media works. Users who are not engaged in these activities may be asked to relocate to another area of the Library. Users must treat the space, equipment, other users, and staff respectfully. Users may also be asked to relocate if their conduct is inappropriate, creates a safety risk, is disruptive, or violates this policy.

WNPL may deny use of The Workshop equipment and tools to individuals who do not take proper care of the equipment and tools.

A maximum of fifteen (15) people may be in The Workshop at one time. Priority will be given to Workshop Users who are actively using equipment or working on a project. The Workshop is a shared public space, and equipment and tools may need to be shared during open hours. WNPL cannot guarantee user privacy when Workshop Users access The Workshop's equipment, software, or storage devices.

Food consumption is prohibited within The Workshop. Covered beverages with lids are allowed.

Staff members may answer questions and provide basic instruction on equipment use. Workshop Users remain responsible for operating equipment and completing their projects in accordance with this policy and posted instructions.

ARTICLE 4. PROJECT CRITERIA

Workshop Users are responsible for preparing their designs and projects and for using the equipment and software. During open hours, staff members may have differing levels of expertise with The Workshop's equipment and software; assistance may therefore be limited, and some staff members may be unable to assist with particular equipment or software. WNPL is not responsible for damage or loss resulting from information or advice provided by staff or the Library.

WNPL cannot guarantee project quality, user satisfaction, equipment availability or functionality, intellectual property protection, or a specific completion time. Workshop Users are responsible for storing their digital files, providing their own storage devices as needed, understanding applicable intellectual property laws, remaining with equipment when required until their project is complete, and accepting responsibility for the outcome of their project.

WNPL assumes no liability for damage to projects, incomplete printing, malfunctioning projects, damage to user equipment, or any loss or damage users may incur while utilizing equipment, software, advice, or information. All patron files will be deleted from The Workshop computers and storage devices at the end of each visit.

WNPL is not responsible for the subsequent use of items created within The Workshop.

ARTICLE 5. EQUIPMENT USE

The Workshop is not a mass-production facility. Equipment use is intended for individual or small-scale projects.

Equipment is available during open hours on a first-come, first-served basis, subject to a maximum daily use limit of two (2) hours per Workshop User. Staff may extend a Workshop User's time on a machine on a case-by-case basis. WNPL determines open hours, which are subject to change based on staff availability, training, or equipment maintenance. Staff may establish the latest time a maker project may begin to allow the project to be completed before The Workshop closes.

Equipment cannot be used to produce:

- Items or content violating federal, state, or local laws;
- Items or content infringing on intellectual property rights;
- Weapons or objects that could reasonably be mistaken for weapons;
- Materials deemed obscene or inappropriate for the Library environment; or
- Materials that could damage the equipment.

Users are financially responsible for any damage caused to equipment or the space beyond normal wear and tear.

ARTICLE 6. THREE DIMENSIONAL (3D) PRINTING

WNPL reserves the right to refuse any 3D printing project. Only filament and materials provided by the Library can be used for 3D printing. Outside materials are not permitted.

3D prints will be completed in the order received, based on available time.

Each 3D print must require ten (10) hours or less to complete and must be no larger than ten (10) inches by ten (10) inches by ten (10) inches. Prints are available in one color, and only one print may be submitted at a time. A print not picked up within three (3) weeks becomes the property of WNPL.

If staff determine that removing supports may damage a print, the Workshop User is responsible for removing the supports.

Files submitted for 3D printing must be in .stl or .obj format.

Only designated staff will handle the 3D printers.

ARTICLE 7. USE OF MATERIALS

Materials are available in The Workshop for a small fee. Available materials and current prices will be posted in The Workshop and are subject to change. WNPL does not provide refunds for used materials or remnants and does not guarantee material availability. Workshop Users may provide their own materials for projects if the materials comply with posted guidelines. WNPL reserves the right to refuse any material or project.

ARTICLE 8. THE WORKSHOP APPOINTMENTS

The Workshop offers one-on-one appointments to Workshop Users. Appointments are available based on staff availability and are ninety (90) minutes long.

An individual or group is limited to one (1) appointment per day and may work on only one project during that appointment. Staff may deny an appointment if the proposed project exceeds the capabilities of The Workshop or the expertise of available staff.

Appointments must be scheduled at least one day in advance and may be scheduled no more than three (3) weeks in advance. Same-day appointments are not available.

An appointment will be held for fifteen (15) minutes after its scheduled start time. After that period, the appointment will be recorded as a no-show and canceled. After three (3) consecutive no-shows, the Workshop User may not schedule another Workshop appointment for three (3) months.

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