

## The Spot: A Place to Create Collection Policy



**Purpose:** The Library provides a collection of maker equipment found in, The Spot, to support its mission to provide a broad range of informational, educational, and recreational resources to serve the diverse needs of the community. The Spot is open to anyone with a Riverside Public Library card that is in good standing. Patrons wishing to use the collection must read this policy and sign the attached waiver before doing so. Riverside Public Library reserves the right to deny access if a patron violates any of the policy, or misuses the space as determined by library staff. The “collection” refers to all equipment, materials, software, and hardware.

**Agreement:** Upon signing The Spot waiver, use of equipment is at the sole risk of the patron. Patrons are responsible for reading and abiding by all manufacturer’s recommendations, warnings, and instructions for use. The Library is NOT responsible for any injuries caused by improper use of equipment. At the end of using the equipment, patrons must return all library-owned items in their original state, along with all necessary parts, manuals, and packaging. Equipment left inoperable, unclean, missing parts, or damaged will be assessed fees deemed reasonable by the library. The signed waiver will remain on file for the current calendar year, renewed yearly.

### General Use

- Patrons must have a Riverside Public Library card in good standing
- All patrons 13 years of age and older may use the collection. Patrons 12 years of age and younger may still use the collection as long as they are supervised by a parent/guardian who is over the age of 18
  - Parents/Guardians must sign the waiver for their child if under the age of 18
- The Library’s collection is to be used for lawful purposes only. The public is barred from using the equipment to create material that is:
  - Prohibited by state, federal, or local law
  - Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others (such user may violate the terms of this agreement of manufacturers.)
  - Obscene or otherwise inappropriate for a library environment
  - In violation of another’s intellectual property rights. The equipment in the collection cannot be used to reproduce materials that are subject to copyright, patent, or trademarked protection.
- The copyright law of the United States (Title 17, U.S. Code) governs the making of copies or reproductions of copyrighted material. The patron is liable for any infringement. By submitting content or objects, the member agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to patented, trademarked, or copyrighted materials.
- Patrons using the collection MUST adhere to Riverside Public Library policies and procedures.

### Reservations & Equipment Usage (Excluding 3D Printer)

- A reservation is required in order to use the collection and or software.

- 24 hours advanced notice is required to make an appointment.
- Appointments are 2 hours in length.
  - Projects taking longer than 2 hours are subject to approval from the Library.
- Patrons are encouraged to bring in their own materials. The Library does have a limited amount of materials for sale. Fees are only due if purchasing materials from the library.
  - If bringing in your own materials, they must first be approved by a staff member prior to use.
- The person who requested the appointment must remain with the equipment at all times and may never leave an item unattended.
- When reserving collection equipment, scheduled library programs have priority, followed by already existing reservations.
- Patrons are responsible for having access to design software for the machine they wish to use.
  - The library will have computers available to use in order to access patrons software accounts, but will NOT have a patron-use account.
- Patrons will not modify any of the hardware or software, or install/remove programs onto Library computers.
- Library staff will make sure that the equipment is set up for a patron's use prior to the scheduled appointment time. Staff are NOT able to provide extensive assistance on projects. They may be able to troubleshoot and provide tips Links to assist in the proper use of tools are available on the library's website.
- Some equipment requires a staff member to be present while in use.
- No food or drinks are allowed near the machines at any time.
- If any equipment breaks, or any accident occurs, a Library staff member must be notified immediately.

### **3D Printing Usage**

- The Spot 3D Print Request form must be filled out by any person wishing to have a print made.
  - .STL, 3mf, STEP, and OBJ files are accepted.
- ONLY Riverside Public Library staff are allowed to operate the Prusa 3D printer.
  - Patrons may request to sit and see the printing process in the request form.
- Allow 1-2 weeks for printing. Some print jobs may take longer depending on the amount of current orders, library closings, etc.
- Patrons will be notified via phone/email when their order is ready for pickup.
- Payment is due upon pickup of the item at a cost of \$0.10 per gram for the total weight of the item. Payment is due regardless of the design success.
- Failure to pay for items may result in the loss of access to The Spot.
- If you wish to view the printing process, you may be in the room for up to one hour.
- The Library reserves the right to review files before production to ensure they comply with policy.
- If you would like an object printed in multiple colors, each section needs to be submitted individually with the color selection for that piece.
- The maximum size for print projects is 25x21x21 cm (9.84" x 8.3" x 8.3".)
- Prints must use the filament provided by the library. Choice of color is dependent upon availability.
- The Library is NOT responsible for failed prints.

- When submitting content or items, the patron agrees to assume all responsibility, and hold the library faultless, in all matters related to patented, trademarked, or copyrighted material.

**Waiver**

I/We the undersigned hereby waive and release any claims, causes of action, damages or demands I may have against the Riverside Public Library, its Board of Trustees, and employees thereof arising out of or in connection with my use of the previously mentioned equipment. I further agree to defend and hold harmless the Riverside Public Library, its Board of Trustees, and employees thereof from any claims, causes of action, damages or demands which may be made on account of the aforesaid appointment. I further agree to assume all responsibility for the conduct and safety of any guests, and, assume all financial responsibility to make payment to the Riverside Public Library for any damages done to the Riverside Public Library by myself, or my guests, while using The Spot.

I have read, and understand the attached policy for The Spot at the Riverside Public Library and the waiver, and I will personally guarantee and be responsible for compliance with these rules and procedures.

Name (Print) \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Email \_\_\_\_\_


Library Card Number \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_



# Library Board Memorandum

**To:** Board of Trustees  
**From:** Janice Foley, Library Director   
**Date:** 4/04/2022  
**Re:** Resolution Authorizing Public Library Nonresident Cards

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Every year the Board must approve by resolution the continuation of issuing non-resident library cards. During the past year we issued no cards to Riverside Lawn residents. The fees are based on the tax bill method.

I encourage our participation again this year as it shows support for the State's attempt to provide library service to all residents of Illinois. We have not experienced any problems based on our decision to participate in the program.

JAF:lg



**2023 ANNUAL RESOLUTION AUTHORIZING  
PUBLIC LIBRARY NONRESIDENT CARD  
PARTICIPATION AND FEES**

**WHEREAS**, the State of Illinois has enacted the Illinois Local Library Act 75 ILCS 5/4-7(12), which grants power to the Board of Trustees, including the power to extend the privileges and use of the library to nonresidents and the power to charge a fee for nonresident use thereof;

**WHEREAS**, the Board of Trustees of the Riverside Public Library has determined to participate in the nonresident reciprocal borrowing program of its regional library system and to issue nonresident library cards;

**WHEREAS**, the Illinois Administrative Code 23 Adm. Code 3050.60(b), sets forth the tax-bill method for calculating a nonresident fee so as to ensure the fee charged is equal to the cost paid by residents of Riverside;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Library Trustees of the Riverside Public Library, Cook County, Illinois, as follows:

**Section 1:** Individuals residing beyond the jurisdictional boundaries of the Riverside Public Library whose closest public library is the Riverside Public Library, and not residing within the boundaries of another public library, and owning no taxable property within the jurisdictional boundaries of the Riverside Public Library, may purchase a nonresident fee card calculated using the Tax Bill Method (23 Adm. Code 3050.60(b)).

**Tax Bill Method:**

- Nonresident Taxpayer: The library tax rate or equivalent, including all special levies, is applied to the nonresident property owner's principle residence assessed valuation on an individual, case by case basis. The most recent property tax bill will be used. The property owner will pay the same amount as would be paid if the property were in the library service area.
- Nonresident Renter: The library shall charge 15 percent (15%) of the monthly rent as the annual nonresident fee. The renter shall provide to the public library a current rent receipt or a cancelled rent check for verification purposes.

**Section 2:** The Library Director shall notify the regional library system within 30 days of the adoption of this Resolution, stating (a) the effective date of this Resolution, (b) the beginning and ending dates of the 12-month period of validity for nonresident library cards issued pursuant to this Resolution, and (c) the fee formula as set forth herein.

**Section 3:** This Resolution shall be in full force and effect upon its adoption, approval, and publication as provided by law, and remain in full force and effect until further action by the Board of Trustees.


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President, Board of Library Trustees

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Secretary, Board of Library Trustees



# Library Board Memorandum

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**To:** Board of Trustees  
**From:** Janice Foley   
**Date:** April 3, 2023  
**Re:** LAURIE RISLEY PAINTINGS

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Several years ago the board approved the displaying of painting by resident Laurie Risley in return for a portion of the sales donated back to the Library. She was set to do an additional display right before the Pandemic in 2020 and that display never occurred. Laurie has requested to do another display late April through May with paintings like the attached samples. We made several hundred dollars on her last display and all the selling takes place directly with Laurie, not in the Library. Please let me know if you approve of this again. Thank you.



Redden paintings

laurie risley <2sons2dogs@gmail.com>

Mon 4/3/2023 9:36 AM

To: janicefoley\_riversidelibrary.org <janicefoley@riversidelibrary.org>



<https://outlook.office365.com/mail/>

1/9

<https://outlook.office365.com/mail/>

2/9

4/3/23, 10:10 AM

Mail - janicefoley\_riversidelibrary.org - Outlook



4/3/23, 10:10 AM

Mail - janicefoley\_riversidelibrary.org - Outlook







Dear Janice, I have attached a few examples of the paintings (a celebration of women series) that were painted right before Covid hit and were schedule to be shown at the library. I hope the library board will allow me to show (and donate as in the past )  
 Thanks! Laurie Redden Risley





Thank you for your excellent service to the library patrons & residents of Riverside, IL over the past ten years. You made the Board of Directors look great through your excellent service. Thank you again. Patrick & Jennifer White

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2023

Dear Janice,

Thank you for helping me review and declutter the Olmsted Collections.

Providing Brent to assist me was very helpful.

I appreciate all of the care and concern you have for the Olmsted Collection.

The Olmsted Society is very fortunate to have you caring for the Collection. Gratefully  
Connie