

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 \$1.00 per hour of print time. 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 _____