



## BERWYN PUBLIC LIBRARY

### DIGITAL MEDIA LAB, MAKERSPACE POLICY AND 3D PRINTING POLICY

#### DIGITAL MEDIA LAB:

**Introduction:** The mission of the Berwyn Public Library is to provide an accessible environment for learning, enlightenment, connection and enjoyment where diversity is celebrated and connections are created. To support this mission, the Library will make specific items of equipment available for community use including specialized machines available in the Digital Media Lab. This equipment can be reserved by patrons with a valid library card. Priority for use may be given to Berwyn Residents.

#### **Use of Room:**

1. Patrons must be high school age or older to use the Digital Media Labs. Anyone younger than high school age or adults requiring extra support or assistance must be accompanied and monitored at all times by a parent or caregiver over the age of 18.
2. Patrons must complete a waiver prior to using the Digital Media Lab.
3. The Digital Media Lab is free to use, however there may be a cost for materials. The Library will sell a limited amount of supplies, but material availability is not guaranteed. No refunds will be issued for materials used or for any remnants.
4. Users are encouraged to bring their own supplies contingent on pre-approval from staff. The Library reserves the right to deny non-compatible materials and tools.
5. The room is not available for outside group reservations, group projects or meetings.
6. Reservations are required to use the Digital Media Lab. Reservations may be made online at [Digital Media Lab Reservations](#) Walk-ins may use the lab during a period of open lab, but availability of equipment is not guaranteed.
  - a. One reservation per day is allowed.
  - b. Reservation requests should be made at least 48 hours in advance
  - c. Reservations are made on a first-come, first served basis.
  - d. A reservation will be held for 15 minutes. If the patron does not arrive the reservation will be cancelled.
  - e. If you need to cancel an appointment please notify the library
7. No food or drinks will be allowed in the lab.
8. Limit speaking on a cell phone to lobby areas or outdoors

#### **Use of Equipment and Materials:**

1. Upon completion of the mandatory training provided by the Berwyn Public Library, ALL equipment is to be used at the sole risk of the patron.
2. Patrons are responsible for reading and abiding by all manufacturer's recommendations, warnings, and instructions for use.
3. Patrons using the Digital Media Lab, its equipment, software, and services release, indemnify, discharge and hold harmless the Berwyn Public Library, its Trustees, officers, employees or agents and the City of Berwyn from any and all claims, causes of action, losses or other damages resulting from, arising out of, or relating in any way to use of the Digital Media Lab..

4. At the end of the period of use, equipment must be returned in its starting state, intact, clean, and in working order, along with all accessory items, parts, manuals, packaging and other materials provided when the item was in use. Equipment left inoperable, unclean, missing parts or without packaging may be assessed fees as deemed reasonable by the Berwyn Public Library. In case of damage, patrons agree to pay the reasonable repair or replacement cost of the item.
5. The Library is not responsible for damaged, non-functioning or failed projects.
6. The Library cannot guarantee project quality, satisfaction, equipment availability or stability, confidentiality of design or specific delivery times.
7. The Library is not responsible for any damages or destruction of a user's personal equipment used with any Digital Media Lab equipment or tools.
8. The Library is not responsible for any damages, data loss or data security breaches arising from the use of its computers or network or during the creation or digitization process. Users are responsible for the storage of their digital files and providing their own storage devices as needed.
9. Any issues, accidents, or injuries while utilizing the equipment must be reported immediately to staff at the time of the occurrence.

**Restrictions:**

1. The Berwyn Public Library reserves the right to refuse production of any content at any time at the discretion of BPL staff. Further, the Library reserves the right to delete, halt or disallow projects or materials that violate our policies. Patrons will not be permitted to operate equipment in a way that would produce the following:
  - a. Content or objects prohibited by local, state, or federal law.
  - b. Content or objects that are unsafe, harmful, dangerous or pose an immediate threat to the well-being of other patrons or BPL staff members.
  - c. Weapons and/or parts of weapons.
2. Content protected by intellectual property laws which the patron does not have legal permission to use is not allowed. It is the responsibility of the patron to know which intellectual property laws, if any, apply to their intended creation or design when using the Digital Media Labs equipment.
3. Patrons will adhere to the Berwyn Public Library Code of Conduct and Digital Media Lab policies. The Berwyn Public Library reserves the right to terminate Digital Media Lab privileges of any person in violation of these policies.
4. The copyright law of the United States (Title 17, U.S. Code) governs the making of copies or other reproductions of copyrighted material. The patron using the Digital Media Lab equipment is liable for any copyright infringement. By submitting content or objects, patron agrees to assume all responsibility for, and shall hold the Library harmless in all matters related to patented, trademarked, or copyrighted materials.
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 CD's or DVD's is not permitted unless allowed by law.

**3D PRINTING**

The Berwyn Public Library makes 3D printing available to Berwyn residents to support the ever-changing and evolving technological needs of the community. 3D printing creates three dimensional objects in plastic using a design that is uploaded from a digital computer file.

The following guidelines will apply to usage of the 3D printer:

- Priority for 3D printing services will be given to any Berwyn resident possessing a valid library card.
- Printing is available on a first-come, first-served basis. Priority printing is given to library programs and events.
- Library staff will review the object file before it is printed. The Library reserves the right to refuse any 3D print request.
- The library's 3D printers may be used only for lawful purposes. They may not be used to create weapons or materials that:
  - Are prohibited by local, state or federal law;
  - Are unsafe, harmful, dangerous or pose an immediate threat to the well-being of others;
  - Are inappropriate for the library environment; or
  - Violate another person's property rights. For example, printers will not be used to reproduce objects or materials that are subject to copyright, patent, or trademark protection.
- 3-D print jobs that contain multiple pieces may be limited or delayed at the discretion of the staff. If a print job has pieces that exceed a quantity of 20 – 30 pieces, it may be paused to allow for smaller print jobs in the printing queue

Print requests:

- The print file request must be submitted in .stl format.
- Only one print request per person will be accepted and printed at a time.
- Submissions by one person must not exceed one request per every two weeks.
- The Library staff does not design prints for patrons.
- Objects may only be printed in a single color. Color preferences may be submitted, but the library will make the final color determination based on available filament.

Print jobs:

- There is an 8-hour print limit per file.
- Due to the amount of time it takes to print an object, the Library will not guarantee that a print job will be ready on a specific day.
- 3D printers are not meant for mass production. Requests for multiple units will be determined on a case-by-case basis and may incur an additional cost.
- If there is a cost for a print job, it will be available on the Library Website [\(Link to be added\)](#)
- If a 3D print is not picked up after 30 days, it will become the property of the Library.

Restrictions:

- Printing designs are not guaranteed to come out as intended and can be affected by any number of variables. The Library does not refund printing fees for completed items which do not come out as intended.
- The Library is not responsible for failed 3D prints, although we will do our best to assist in completing successful 3D prints.

- The Berwyn Public Library, its Trustees, officers, employees or agents and the City of Berwyn are not liable for functional failure of or injuries or property damage caused by objects or materials through the use of 3D printers.

### **MAKERSPACE:**

The Berwyn Public Library makes available to children eighth grade and younger a makerspace to foster creativity and learning. The makerspace consists of items and equipment to foster STEAM learning.

Use of room:

1. The makerspace will have walk-in hours which may vary. Current walk-in hours will be posted on the makerspace door.
2. Equipment is available on a first-come first served basis.
3. Reservations may be required for certain pieces of equipment in the room.
4. Certain pieces of equipment will require:
  - a. Valid Library card
  - b. Waiver signed by a parent or guardian
  - c. Parent or guardian over the age of 18 accompanying the child using the equipment
  - d. Mandatory training
5. No food or drinks will be allowed in the lab.
6. Due to space constraints in the room, only children using equipment and, if required, a parent will be allowed in the room.