

Library Innovation Studio Policies

While the Studio Is Hosted by the [REDACTED] Public Library

The Library Innovation Studio, hosted for a limited number of weeks in the [REDACTED] Public Library, is available through a grant made by the Institute of Museum and Library Services to the Nebraska Library Commission and its partners: University of Nebraska—Lincoln, Nebraska Innovation Studio, Nebraska Extension, and Regional Library Systems.

The goal of the Library Innovations Studio Project is to empower community residents with the tools and guidance to explore, collaborate, create, learn, and invent through participatory learning experiences. Our hope is that the Library Innovation Studio will stimulate creativity, innovation, and the exchange of ideas to facilitate entrepreneurship, skills development, and local economic development.

General Rules/Policies

- The library will post the hours that Library Innovation Studio/equipment will be made available for use, if they are different from the open hours of the library.
- The library WILL NOT charge for the use of any equipment but makers WILL BE CHARGED for the consumption of consumables used in the making process provided by the Nebraska Library Commission (NLC). A variety of materials provided by NLC are available for purchase by makers as per the Consumables Pricing Schedule posted in the library. Prices include sales tax. These consumables are for the express purpose of making and are not otherwise available for purchase.
- Equipment may be used by any visitor to the library who meets the certification, training, and minimum age requirements as posted by the library.
- Makers may make items for both personal and commercial use. Entrepreneurship is encouraged.
- Makers will not access consumables without the assistance of Library staff or volunteer Trainers. Consumables provided by the Nebraska Library Commission used in the making process must be paid for as stated above.
- The [REDACTED] Public Library will not offer refunds for consumables purchased and used.
- Users may also bring in their own consumables to use other than the 3D filament that must be purchased from NLC stock.
- Library staff must approve all user-supplied materials and consumables before they are used with the equipment. This is because some materials may produce dangerous fumes and other materials could cause damage to the machine itself or might not be safe to use in the machine. Library staff may reject certain (or unidentifiable) materials, tools, etc.
- The maker agrees that Library is not responsible for any manufacturing defects, or the quality or workmanship of any of the tools, materials or equipment supplied by the Library, or for the quality or condition of a user's project.
- A Library Innovation Studio Use and Release Agreement must be signed by all makers (or the parent/legal guardian for makers under age 19) prior to using the Studio equipment. The Library will retain the originals of all signed release forms. Makers cannot be certified to use the machines without this signed form on file.
- All of the [REDACTED] Public Library's policies (e.g. Internet Use, space use, and behavior in the library) also cover the Library Innovation Studio.

- The Library may suspend or deny access to the Innovation Studio equipment for persons who fail to follow either the Library's established behavior and usage guidelines or these Library Innovation Studio Policies.
- All makers must participate in training and receive certification before using Studio equipment as specified on the equipment use and training chart posted in the library. Note that most equipment requires training, and all equipment requires certification (be entered into the database for equipment they are using). All equipment has minimum age requirements for unsupervised and supervised use that must be followed.
- Local Trainers or Library staff will enter the names, phone numbers, and email addresses of all authorized makers into the certification database. This contact information will be used by Project team members for survey distribution and collection.
- Library staff will help ensure that makers who are using the studio equipment have been certified on that particular equipment, and that those makers certified but requiring supervision due to age are being supervised. The information in the database will be used to track how many individuals were trained and used the various components that make up the Studios.
- When using a piece of equipment that does not require training, the maker is confirming that he/she is capable of using that item in a safe and proper manner.
- **All makers must sign-in at the front desk (or other specified location) before using Library Innovation Studio equipment.**
- The Library may establish and use a Studio equipment reservation system for the use of Studio equipment. The Library may restrict the amount of time that makers are permitted (per day and/or per week) on any piece of equipment so that others have opportunities to use the equipment. If a reservation system is not established, the equipment will be available on a first come, first serve basis. However, time limits may be imposed by Library staff when other makers are waiting to use the equipment.
- Some Studio Equipment must never leave the library during the hosting period. Other equipment may be removed for programming or promotion by local project partners as approved by the Library. Please see library staff for more information.
- The maker should not use the Library Innovation Studio equipment to create or modify objects that are:
 - Prohibited by local, state, or federal law,
 - Unsafe, harmful, dangerous, or pose a perceived or immediate threat to the well-being of others (this includes perceived or real weapons of any kind).
 - Obscene or otherwise inappropriate for the Studio and library environment.
- Makers will follow all applicable intellectual property laws, including all copyright laws.
- Innovation Studio equipment must be returned in the same condition in which it was received with the exception of Lego Mindstorm. A robot created does not need to be taken apart if it fits within the tub provided.
- Makers agree to take precautions to avoid causing unnecessary mess or damage.
- No food, gum, or drinks are allowed near equipment or tables holding Studio equipment.
- The library is not responsible for any projects or materials left behind.
- Files on the Studio computers may be wiped cleaned periodically. For this reason, makers who may use the software on the Studio computers to create documents, graphics, and projects must provide their own external storage devices to save their work. Thumb drives are available for purchase from the Library as part of the Innovation Studio Project.
- **Makers agree to avoid wasting consumable supplies and materials.**

Safety Guidelines

- Makers will follow all equipment safety procedures as documented in training sessions, the Standard Operating Procedures (SOPs), the manufacturer's instruction manuals, and posted safety notices.
- Makers should use proper safety attire as outlined in the SOPs: i.e. use of gloves when using the Heat Press.
- Closed-toed shoes are highly recommended when using Studio equipment.
- Makers should secure long hair, and secure or remove jewelry, lanyards, or other items that could be caught in equipment.
- Makers should not use headphones (except for music kit or video kit), ear buds, or cell phones while operating machinery.
- Makers and supervising adults are to be present while the equipment is running. You may leave long 3D print jobs running without being present but the library is not responsible for 3D print jobs left unattended.
- The Maker agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify the Library staff or volunteer in charge. Any loose broken parts must be provided to library staff.
- Makers must report to a staff member any accident or injury that occurs at the time of the incident.
- Makers will turn off and unplug the Steamer, Iron, Heat Press, Laminator, and Soldering Iron after use of these items in order to prevent burns and fire.
- Unsafe behavior is not permitted. Makers are encouraged to report any unsafe behavior observed in the space to the staff member or volunteer on-duty.
- The [redacted] Public Library reserves the right to limit the number of spectators to prevent distractions in the safe use of the equipment.
- The Library may suspend or deny access to the Library Innovation Studio equipment for persons who fail to follow these safety guidelines and other general safety precautions or who by their actions or inactions put themselves or others at risk.

Note: The host library should edit and post these policies for Studio makers. Those items currently in black are required by the Nebraska Library Commission and should remain unchanged in the policy. Those items currently in red may be 1) used as stated and changed to black, 2) edited and changed to black, or 3) removed. The library may also add policies as desired. Please add your library's name at the blue highlights. Once edited, this paragraph should be removed. Please send your final Policies and your Equipment Usage Chart to JoAnn McManus for her records.

LIBRARY INNOVATION STUDIO EQUIPMENT USAGE CHART

This red text should be deleted before the library posts this “Equipment Usage Chart.” The following chart lists the youngest ages for Unsupervised and Supervised use by Trained/Certified Makers allowed by the Nebraska Library Commission. The Library may post these minimums OR may choose to post minimums that are older than those indicated.

The library needs to decide whether they wish to check out the Audio/Music Kit, Camera Kit, Green Screen, and the Soldering Kit to makers in good standing. If so, the library should follow a check out process designed by the library. In general, equipment checked out by local project partners or cardholders in good standing for use outside the library building should probably be returned within 24 hours or when the library is next open—whichever is longer. The Library may choose not to allow studio equipment out of the building. If so, the library should eliminate the “Checkout Permitted” column—or indicate “No” on each line.

Equipment	SOP Training Required	Minimum Required Instruction	Safety Equipment	Checkout Permitted	Age Minimum Unsupervised	Age Minimum Supervised
CNC Router	Yes	60 min class		No	18	12
3D Printer	Yes	60 min class		No	16	12
Laser Cutter	Yes	60 min class	Water Spray Bottle, fire extinguisher	No	18	12
Vinyl Cutter	Yes	60 min class		No	16	12
Printers	Yes	w/Heat Press class		No	16	12
Heat Press	Yes	60 min class	Gloves	Partner only	18	12
Embroidery/Sewing Machine	Yes	60 min class		Partner only	16	12
Camera/Video/Green Screen Kit	Yes	15 min class		Partner or Patron	16	12
Audio/Music Kit	Yes	15 min class		Partner or Patron	12	8
Arduino & Sparkfun Starter Kits	Yes	5 min**		Partner only	12	8
Lego Mindstorms	Yes	5 min**		Partner only	12	8
Button Maker	Yes	15 min class		Partner only	12	8
Soldering Kit	Yes	5 min**		Partner or Patron	16	12
Laminator	Yes	5 min**		Partner only	12	8
Makey Makey	Yes	5 min**		Partner only	12	8
Items Below Not Entered in Certification Database						
Iron & Steamer	No*	5 min**		Partner only	16	12
Glue Gun	No*	5 min**		Partner only	16	12
Label Maker	No*	5 min**		Partner only	12	12
Metal Punch	No*	5 min**		Partner only	12	12
CorelDraw Laptop	No*			Partner only	12	12

* For those items listed with a “No*” in the second column, training is available but is not required for makers that are the minimum unsupervised age or older.

** Five minutes to cover housekeeping, tidiness, instruction materials, and safety.

Partner refers to Local Partners as identified by the host library

Although we have minimum training times listed above, longer classes would be optimal for learning. All users receiving SOP training should be entered into the certification database for tracking and grant reporting purposes.

Training on some machines is very short and may be available with staff prior to your scheduled time. Other training is more time intensive and may be scheduled periodically. Please check with Library staff for availability and timing of training. If you would like training, please ask library staff to put you on an “interested in training” list with your contact information.