

<b><i>POLICY MANUAL</i></b>	<b>Section No. :</b> PS – 6 – 6.3
	<b>Effective :</b> February 22, 2016
<b>SECTION :</b> Public Service	<b>Revised :</b> November 21, 2016
<b>SUBJECT :</b> Makerspace Technology	<b>Page 1 of 5</b>

### **Purpose**

The Welland Public Library strives to provide access to emerging technologies to support the informational, recreational and educational endeavours of our evolving and dynamic community. The use of makerspace technology at the Welland Public Library is governed by the following guidelines:

### **Acceptable Use Guidelines**

- Patrons are expected to abide by all rules, procedures and restrictions outlined in the Library’s Conduct Policy (PS – 3 – 3.2). Failure to comply may result in loss of library privileges.
- Makerspace technology may not be used to transmit or create material that contravenes any provincial or federal law. The Welland Public Library reserves the right to stop, cancel, or prohibit the creation of any object or item that violates library policy or is illegal (e.g. pornography, weaponry).
- The Welland Public Library is not responsible for any violation of intellectual property or copyright infringement.
- No food or drink is permitted when operating makerspace devices.
- Only Library computers may be connected to makerspace devices (e.g. 3D printer)
- A valid child, youth or adult Welland public Library card in good standing must be presented to operate or make use of any makerspace device.
- Children must be accompanied by a parent, guardian or Library staff member as per the Library’s Unattended Children in the Library policy (PS – 3- 3.1).
- Devices may not be removed from the makerspace unless reserved by Library staff for outreach initiatives.
- The Welland Public Library is not responsible for any electronic files or physical property left behind at the library.
- No more than two individuals will be permitted to use a device in the makerspace simultaneously unless permission is obtained from Library staff.
- Makerspace devices must be returned in the same condition that they were received. Patrons may be subject to a charge that includes replacing the item if irreparable damage to the device has occurred.

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- Any attempt to intentionally tamper with or vandalize makerspace technology will result in a loss of borrowing privileges and a permanent ban from all library facilities. Criminal charges may be levied to the cardholder.
- Files can only be saved on an external memory source such as a flash drive or DVD. Storage devices can be purchased at the front desk.
- Makerspace technology will be available on a first-come, first served basis. Some equipment may be reserved in advance.
- Library staff will be available for assistance, but the time that staff can dedicate to patrons may be limited and is determined by patron needs for other Library services.
- If payment is required, it must be received in full prior to use. Payment can be made using cash, debit or credit card. Credit card transactions will be subject to an additional administration charge.

### **3D Printer/Scanner Guidelines**

#### **Availability**

- The 3D printer/scanner will be available to patrons on a first-come, first-served basis, and will be available at the main branch. It is advised that patrons call ahead to ensure that the 3D printer/scanner is operational and available.

#### **Reservations**

- The 3D printer/scanner can be reserved by staff for Library-related initiatives and outreach endeavors.

#### **Training**

- Patrons wishing to use the 3D printer will be required to attend a one hour introductory training session provided by Library staff.
- In addition to the introductory training session, patrons wishing to use the scanner to create, modify, and print their own personal schematics or files must also attend and successfully complete a one-hour mandatory, design workshop provided by Library staff.

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### **Costs**

- There are currently no costs associated with printing 3D printed objects at the Welland Public Library.

### **Restrictions and Limitations**

- Prints will be limited to a maximum build size of 9 inches x 6 inches x 5.5 inches.
- File submissions should not exceed 5 hours in length. However, longer prints may be permitted at the discretion of staff.
- Users will be limited to a maximum of 1 print per week, regardless of size. Additional prints may be permitted at the discretion of staff.
- All prints must be authorized and supervised by a Library staff member. The Library reserves the right to cancel or deny any print for any reason.
- The Library cannot guarantee the timeliness of completed printed objects. Patrons will be contacted to pick up their completed print. The item will remain at the Library for one month. If not retrieved, it will be considered abandoned and will be discarded.
- STL files can be sent to Library staff for printing and will be printed when time allows. Patrons will be contacted once their print is available for pickup at the main branch.
- The Library will make every effort to ensure that the print is true to the file; however, the Library cannot guarantee print quality. Items will not be reprinted unless the error is due to printer malfunction.

### **DVD/VHS/DIGITAL Conversion Technology Guidelines**

#### **Availability**

- The conversion equipment is available on a first-come, first-served basis, and will be available at the main branch. It is advised that patrons call ahead to ensure that the equipment is operational and available.

#### **Reservations**

- The conversion technology can be reserved by staff for library-related initiatives and outreach endeavors.

#### **Training**

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- Patrons wishing to use the equipment will be required to attend a one hour introductory training session provided by library staff.

#### **Costs**

- There are currently no costs associated with operating the DVD/VHS/DIGITAL converter. Patrons must provide their own storage device (e.g. dvd, flash drive )

#### **Restrictions and Limitations**

- Users will be limited to copying one VHS tape or one DVD per day unless prior approval is obtained from staff.
- This service is intended for the conversion of personal property. Users are prohibited from copying copyright protected titles and material that is graphic or explicit in nature.
- All conversions must be authorized and supervised by a Library staff member. The Library reserves the right to cancel or deny conversion for any reason.
- The Library is not responsible for any damage that may occur to personal property while operating the DVD/VHS converter.
- The Library cannot guarantee the timeliness or quality of completed conversions. Users who choose not to remain in the Library for the duration of the conversion will be contacted upon completion. Physical items will remain at the library for one month. If not retrieved, items will be considered abandoned and will be discarded.

#### **Photograph/Negative/ Slide Scanner Technology Guidelines**

##### **Availability**

- The scanner is available on a first-come, first-served basis, and will be available at the main branch. It is advised that patrons call ahead to ensure that the equipment is operational and available.

##### **Reservations**

- The scanner can be reserved by staff for library-related initiatives and outreach endeavors.

##### **Costs**

- There are currently no costs associated with operating the scanner. Patrons must provide their own storage device.

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### **Restrictions and Limitations**

- Users are limited to 2 hours of use per day. However, additional time may be permitted at the discretion of staff.
- This service is intended for the conversion of personal property, including slides, negatives and photographs. Users are prohibited from copying copyright protected material and material that is graphic or explicit in nature.
- The Library is not responsible for any damage or loss of content that may occur while operating the scanner.