

General guidelines for use of equipment and Tools in **The Studio**

The Winnetka-Northfield Public Library District offers the use of Studio equipment and tools for valid library cardholders. All patrons who wish to use equipment or tools in **The Studio** will be required to sign a Studio Assumption of Risk, Liability Waiver, and Hold Harmless Agreement. Patrons under the age of eighteen (18) will need to have permission from a parent or guardian prior to using any equipment or tools in **The Studio**.

1. All materials to be used for a project using library equipment or tools must be approved by Winnetka-Northfield Public Library District staff in advance, per the guidelines established for each piece of equipment. Please reference the Approved Materials List applicable to each piece of equipment.
2. All project materials that will be purchased from the library must be paid for prior to the start of the project.
3. The library is not responsible for any projects that do not turn out as expected. Patrons will still be charged for their projects, regardless of outcome.
4. The Library reserves the right to refuse any project and/or item creation request. Please reference the **Acceptable Use Policy** below for clarification on appropriate projects and items acceptable for creation.
5. Projects and/or items submitted for creation without payment will be kept on file for seven (7) days before being deleted.
6. Projects and/or items must be picked up within seven (7) days of creation and may only be picked up by the patron who created them. Unclaimed projects and/or items will become property of the Winnetka-Northfield Public Library District and may be subject to disposal.
7. By submitting requests for project and/or item creation, patrons agree to assume all responsibility for, and shall hold the Winnetka-Northfield Public Library District harmless in all matters related to patented, trademarked, or copyrighted materials.
8. Projects and/or items to be created must be completed during the library's normal business hours. Requests to create projects and/or items that have a completion time within the final 60 minutes of library closing time will be postponed and added to the queue for the following day.

9. While the library will strive to help patrons complete as many projects and/or items as possible within the time allowed, we cannot guarantee same day completion. The library reserves the right to reschedule creation of projects and/or items for a later day or time.
10. The library reserves the right to restrict usage of **The Studio** in order to accommodate classes, special events, or training.
11. **The Studio** is a respectful, collaborative workspace which, at times, may exceed the noise level ideal to some patrons. Users of the **The Studio** should be aware that it may, on occasion, be a noisy environment.
12. Certification and/or training may be required by patrons prior to using some or all of the equipment and tools located in **The Studio**.
13. The Winnetka-Northfield Public Library District reserves the right to deny use of library equipment and tools to individuals that do not take proper care of the equipment and tools, do not attend a lesson in equipment and tool use, have mishandled equipment or tools previously, or do not appear capable of using the equipment and tools properly.
14. All rules and regulations as outlined in Winnetka-Northfield Public Library District policy documents apply to patrons using **The Studio**, and library equipment and tools. Patrons are expected to be familiar with all Winnetka-Northfield Public Library District policies.

Acceptable Use Policy for **The Studio**

The Winnetka-Northfield Public Library District equipment and tools may be used only for lawful purposes. The public will not be permitted to use the library's equipment and tools to create material that is:

- a. Prohibited by local, state, or federal law.
- b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
- c. Obscene or otherwise inappropriate for the library environment.
- d. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.