

**LEARNLAB AND MAKER SERVICES POLICY**

**PURPOSE**

The Smithtown Library and the Friends of The Smithtown Library collaborate to provide the Library's community access to new and emerging technologies. It is the Library's intention to inspire an interest in design as well as to assist the community in transforming creations to life through the technology provided by the Library and its Friend's group.

**POLICY**

**Appropriate Use**

The LearnLab and other maker services are available for use by all Smithtown Library cardholders in good standing. Equipment may only be used for lawful purposes. Use of these services does not constitute endorsement by the Library of the creations made. The views and opinions expressed by patrons using these services do not necessarily reflect the views and opinions of the Library or any of its officers or employees. Unacceptable use of maker services includes but is not limited to:

1. Creating materials prohibited by local, state, or federal law;
2. Creating materials that are unsafe, harmful, dangerous, or pose a threat to the well-being of others;
3. Creating obscene materials or otherwise inappropriate for the library environment;
4. Creating materials in violation of intellectual property rights; objects that would violate patents, copyrights, trademarks, registered designs, or other proprietary objects;
5. Operating an on-going business or using the room to promote any commercial product, service, business, or pecuniary interests.

The Library reserves the right to review, refuse, or confiscate projects created in or brought into the Library. Use of maker services not consistent with the Library's policies and procedures may result in loss of privileges.

**OPERATION OF TECHNOLOGY**

Patrons should be familiar with the technology they intend to use and are required to review any related training videos and modules. Staff is available to explain how to use equipment and will make instructional materials, such as manuals, available upon request.

Certain equipment is limited to staff operation only. Equipment designated for patron use may necessitate staff supervision, instruction, or training prior to or during use. General usage and safety guidelines are posted with the equipment; strict adherence is required. Any issues or accidents with regard to the operation of these technologies should be reported to Library staff immediately. Patrons may be held responsible for the repair or replacement cost of missing or damaged equipment.

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Library staff manage all maker service hardware and software. Staff will consider modification requests, but reserve the right to refuse requests. Users are not permitted to modify hardware or software, or install new programs onto equipment. Any work saved on the computers in the LearnLab or connected to any maker equipment offered by the Library will be deleted when logged off and cannot be recovered. Users must provide their own external storage devices or cloud service to save their project files. Library staff will have the right to examine and approve patron external storage devices and materials.

### **HOLD HARMLESS**

The Library holds no responsibility for damage to patron materials, or for any loss of data or information. Users of the LearnLab and other maker services will hold harmless and indemnify the Library as to all claims, actions, and judgments which accrue against the Library related to the use of Library software or hardware.

### **LEARNLAB PROCEDURES**

Appointments may be required for use of certain equipment and must be made at least 24 hours in advance with a limit of five 1-hour appointments in a month. The LearnLab is a shared space; an appointment for one piece of equipment is not to be considered an appointment for all of the technology, nor a reservation of the entire room for private use. The Library reserves the right to photograph or record any works created in the space for promotional purposes.

The LearnLab is open to all Smithtown Library cardholders in good standing; however, with the exception of program attendance, patrons under the age of 12 must have a parent or guardian present who will be responsible for that child while in the space. Every patron that uses equipment in the LearnLab, no matter how brief, must sign this policy. Patrons under the age of 18 must arrive to their appointment with this policy signed by a parent or guardian.

Food and drink are not permitted in the LearnLab. Patrons are expected to leave the space in the condition existent when entered. Fees may be charged for some materials and services, as posted in the LearnLab, while certain stations may require patrons to procure their own materials.

### **Submission Projects**

Please note that there is no guarantee of anonymity. Projects may be observed by Library staff and patrons utilizing the Library or LearnLab while being developed. Staff may review projects and advise patrons to make changes if any problems are anticipated.

The post-processing of project submissions is the responsibility of the patron requesting such. This includes the removal of support structures, sanding or polishing prints, taking off protective masking, or otherwise re-configuring projects after print completion.

No refunds or credits will be provided for unsatisfactory results. Submissions that require a fee of \$20 or more will require prepayment. For submissions requiring a fee of under \$20, patrons may have the cost billed to their library records. Projects that are not

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retrieved within 90 days of completion may be deemed property of the Library or discarded.

### DEFINITIONS

Maker services: Any services that utilize Library software, equipment, tools, and materials to create virtual and/or physical projects. Examples may include but are not limited to: 3D printers, 3D modeling, laser cutters, die cutters, sewing machines, textile/fiber arts, design software, coding, engineering, and electronics.

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By executing below, you are agreeing to the policies and procedures of the LearnLab as presented above.

Name: \_\_\_\_\_ Barcode: \_\_\_\_\_  
*Please Print*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*If under the age of 18, signature of parent/guardian*

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**Policy 700-600**  
**Adopted: 9/21/2021**  
**Revised: 9/19/2023**