

# *Warren-Newport Public Library District*

*Lake County, Illinois*

## **Board of Trustees**

### ***Policy 3048***

#### ***The Workshop***

Adopted: July 16, 2024

Reviewed/Revised: February 18, 2025

#### **ARTICLE 1. INTRODUCTION**

The Warren-Newport Public Library District (WNPLD) is committed to fostering creativity and innovation within the community. The Workshop makerspace provides patrons with access to tools and technology to bring their ideas to life. This policy outlines the guidelines for using The Workshop and ensuring a safe, inclusive, and productive environment for all users.

#### **ARTICLE 2. USER ELIGIBILITY**

All users must sign a liability waiver before using The Workshop equipment. Parental or guardian signatures are required for patrons under sixteen (16). Children ten (10) and under must be accompanied by an adult at all times. Age restrictions may be superseded by age-appropriate programs (See Policy 3063 Unattended Children).

A registered library card is required to utilize The Workshop equipment or submit 3D print files (not required for programs).

All users are expected to adhere to all WNPLD policies, including:

- 3060 Standards of Public Conduct
- 3063 Unattended Children
- 3065 Technology Use by the Public

#### **ARTICLE 3. GENERAL USE**

Library-sponsored activities, classes, and programs will have priority use of The Workshop makerspace.

The Workshop is intended to be an active workspace. Loitering is not permitted. Users are expected to conduct themselves in a respectful manner toward the space and equipment, as well as toward other users.

To ensure a comfortable and productive environment for everyone, a maximum of fifteen (15) patrons are allowed in the Workshop at any given time. Priority will be given to those actively using equipment or working on a project.

Food consumption is prohibited within The Workshop. Covered beverages with lids are allowed.

Staff members are available to answer questions and provide basic instructions on equipment use.

#### **ARTICLE 4. PROJECT CRITERIA**

The Library cannot guarantee project quality, user satisfaction, equipment availability or functionality, intellectual property protection, or specific completion times. Users are responsible for storing their digital files, providing their own storage devices as needed, and understanding applicable intellectual property laws.

The Library assumes no liability for damage to projects, incomplete printing, malfunctioning projects, damage to user equipment, or any loss or damage users may incur while utilizing equipment, software, advice, or information.

The Library is not responsible for the subsequent use of items created within The Workshop.

#### **ARTICLE 5. EQUIPMENT USE**

The Workshop is not a mass-production facility. Equipment use is intended for individual or small-scale projects.

Equipment access during open hours is granted on a first-come, first-served basis with a maximum two-hour (2-hour) daily limit. Staff may extend patron time on a machine on a case-by-case basis. Open hours are determined by the Library.

Equipment cannot be used to produce:

- Items or content violating federal, state, or local laws;
- Items or content infringing on intellectual property rights;
- Weapons or objects resembling weapons;
- Materials deemed obscene or inappropriate for the Library environment; or
- Materials that could damage the equipment

Users are financially responsible for any damage caused to equipment or the space beyond normal wear and tear.

#### **ARTICLE 6. 3D PRINTING**

The Library reserves the right to refuse any 3D printing project. Only filament and materials provided by the Library can be used for 3D printing. Outside materials are not permitted.

3D prints will be completed in the order received, based on available time.

Prints must require ten (10) hours or less to complete, be no larger than 5.9 inches x 5.9 inches x 5.9 inches. There is a one-print-at-a-time rule.

If staff is concerned about damaging a print while removing supports, users will be responsible for removing them themselves.

3D printing must be submitted as .stl or .obj files.

Only designated staff will handle the 3D printers.

#### **ARTICLE 7. USE OF MATERIALS**

Materials are available in The Workshop for a small fee. Material availability and pricing will be posted in the Workshop and are subject to change. There are no refunds for used materials or remnants. Users may provide their own materials for projects but must follow posted guidelines for acceptable materials. The Library reserves the right to refuse any materials or projects.

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