

# THE SPOT: A PLACE TO CREATE COLLECTION POLICY

February 2025



**Purpose:** The Library provides a collection of maker equipment, The Spot, to support its mission to provide a broad range of informational, educational, and recreational resources to serve the diverse needs of the community. The Spot is open to anyone with a SWAN member library card that is in good standing. Patrons wishing to use the SPOT collection must read this policy and sign the attached waiver before doing so. Riverside Public Library reserves the right to deny access if a patron violates any of the policy, or misuses the space as determined by library staff. The “collection” refers to all equipment, materials, software, and hardware.

**Agreement:** Upon signing The Spot waiver, use of equipment is at the sole risk of the patron. Patrons are responsible for reading and abiding by all manufacturer’s recommendations, warnings, and instructions for use. The Library is NOT responsible for any injuries caused by improper use of equipment. At the end of using the equipment, patrons must return all library-owned items in their original state, along with all necessary parts, manuals, and packaging. Equipment left inoperable, unclean, missing parts, or damaged will be assessed fees deemed reasonable by the library. The signed waiver will remain on file for the current calendar year, renewed yearly.

## General Use

- Patrons must have a SWAN member library card in good standing
- All patrons 13 years of age and older may use the collection. Patrons 12 years of age and younger may still use the collection as long as they are supervised by a parent/guardian who is over the age of 18
  - Parents/Guardians must sign the waiver for their child if under the age of 18
- The Library’s collection is to be used for lawful purposes only. The public is barred from using the equipment to create material that is:
  - Prohibited by state, federal, or local law
  - Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others (such user may violate the terms of this agreement of manufacturers.)
  - Obscene or otherwise inappropriate for a library environment
  - In violation of another’s intellectual property rights. The equipment in the collection cannot be used to reproduce materials that are subject to copyright, patent, or trademarked protection.
- The copyright law of the United States (Title 17, U.S. Code) governs the making of copies or reproductions of copyrighted material. The patron is liable for any infringement. By submitting content or objects, the member agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to patented, trademarked, or copyrighted materials.
- Patrons using the collection MUST adhere to Riverside Public Library policies and procedures.

## **Reservations & Equipment Usage (Excluding Toybox 3D Printer)**

- A reservation is required in order to use the collection and or software.
- 24 hours advanced notice is required to make an appointment.
- Appointments are 2 hours in length.
  - Projects taking longer than 2 hours are subject to approval from the Library.
- Patrons are encouraged to bring in their own materials. The Library does have a limited amount of materials for sale. Fees are only due if purchasing materials from the library.
  - If bringing in your own materials, they must first be approved by a staff member prior to use.
- The person who requested the appointment must remain with the equipment at all times and may never leave an item unattended.
- When reserving collection equipment, scheduled library programs have priority, followed by already existing reservations.
- Patrons are responsible for having access to design software for the machine they wish to use.
  - The library will have computers available to use in order to access patrons software accounts, but will NOT have a patron-use account.
- Patrons will not modify any of the hardware or software, or install/remove programs onto Library computers.
- Library staff will make sure that the equipment is set up for a patron's use prior to the scheduled appointment time. Staff are NOT able to provide extensive assistance on projects. They may be able to troubleshoot and provide tips. Links to assist in the proper use of tools are available on the library's website.
- Some equipment requires a staff member to be present while in use.
- No food or drinks are allowed near the machines at any time.
- If any equipment breaks, or any accident occurs, a Library staff member must be notified immediately.

## **Toybox 3D Printer Usage**

- The SPOT 3D Print Request form must be filled out by any person wishing to have a print made. The library will only accept prints that come directly from the Toybox database. No user submitted prints will be processed.
- Only Riverside staff may operate the 3D printers.
- Allow 1-2 weeks for printing. Some jobs may take longer depending on the number of prints in the queue.
- Patrons will be notified when their print is complete.
- Payment is due upon completion. The cost for printing is \$1.00 per hour with a minimum cost of \$1.00.
- Failure to pay for an item may result in loss of access to The SPOT.
- If you wish to be in the room while the print is processing, please indicate that on the request form.
- If you wish to have the print done in multiple colors, please submit a print request for each section, and the color for each section.
- The maximum print size for the Toybox machine is 180mm x 180mm x 120mm or 7.09" x 7.09" x 4.72".
- Prints must use the filament provided by the Library. Choice of color is dependent on availability.

- The Library is not responsible for failed prints.
- When submitting a print request, the patron agrees to assume all responsibility, and hold the Library harmless for any and all claims for patented, trademarked, or copyrighted material.

**Waiver**

I/We the undersigned hereby waive and release any claims, causes of action, damages or demands I may have against the Riverside Public Library, its Board of Trustees, and employees thereof arising out of or in connection with my use of the previously mentioned equipment. I further agree to defend and hold harmless the Riverside Public Library, its Board of Trustees, and employees thereof from any claims, causes of action, damages or demands which may be made on account of the aforesaid appointment. I further agree to assume all responsibility for the conduct and safety of any guests, and, assume all financial responsibility to make payment to the Riverside Public Library for any damages done to the Riverside Public Library by myself, or my guests, while using The Spot.

I have read, and understand the attached policy for The Spot at the Riverside Public Library and the waiver, and I will personally guarantee and be responsible for compliance with these rules and procedures.

Name - Patron or Guardian (Print) \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Library Card Number \_\_\_\_\_

Date \_\_\_\_\_

Signature – Patron or Guardian \_\_\_\_\_