

<b><i>POLICY MANUAL</i></b>	<b>Section No. :</b> LS 5-5.3
	<b>Effective :</b> February 22, 2016
<b>SECTION :</b> Information Technology	<b>Revised :</b> November 21, 2016, June 19, 2017, February 24, 2020, June 20, 2022, November 21, 2022
<b>SUBJECT :</b> Makerspace Technology	<b>Page 1 of 10</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 (LS – 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, hate speech).
- The Welland Public Library is not responsible and will be held blameless 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, adult, or temporary 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 (LS – 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.

<b><i>POLICY MANUAL</i></b>	<b>Section No. :</b> LS 5-5.3
	<b>Effective :</b> February 22, 2016
<b>SECTION :</b> Information Technology	<b>Revised :</b> November 21, 2016, June 19, 2017, February 24, 2020, June 20, 2022, November 21, 2022
<b>SUBJECT :</b> Makerspace Technology	<b>Page 2 of 10</b>

- Makerspace devices must be returned in the same condition in which they were received. Patrons may be subject to a charge that includes replacing the item if irreparable damage to the device has occurred.
- 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 against 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 individual patrons may be limited and is determined by patron needs for other Library services.
- Any required payment can be made using cash, debit or credit card.
- The library is not responsible for functionality or quality of content produced on any makerspace device. Free reprints will not be permitted unless quality has been negatively impacted by software or hardware malfunction.
- Makerspace computers are for digital media projects and are not available for general use.
- The Library is not responsible or liable for any damage to personal property that may result from using any makerspace device. Users assume full responsibility for any costs incurred to replace damaged property.

### **3D Printer Guidelines**

#### **Availability**

- Printing on the 3D printer will be available to patrons on a first-come, first-served basis, and will be available at the Main Branch and at the Diamond Trail branch. It is advised that patrons call ahead to ensure that the 3D printer is operational and available. Due to the length of time required to print 3D objects, prints will be loaded and run by Library staff.

<i>POLICY MANUAL</i>	<b>Section No. :</b> LS 5-5.3
	<b>Effective :</b> February 22, 2016
<b>SECTION :</b> Information Technology	<b>Revised :</b> November 21, 2016, June 19, 2017, February 24, 2020, June 20, 2022, November 21, 2022
<b>SUBJECT :</b> Makerspace Technology	<b>Page 3 of 10</b>

### Reservations

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

### Training

- Patrons wishing to use the 3D printer may be required to attend an introductory training session provided by Library staff.

### Costs

- Users will pay \$2.00 for each print job, up to and including 30 grams of filament. Print jobs weighing more than 30 grams will incur a cost of \$0.10 per gram of filament beyond the initial 30 grams.
- The user is responsible for paying 3D printing costs when the item is picked up.
- Patrons who print but do not retrieve more than 3 items will have their 3D printing privileges suspended until the items are retrieved and outstanding charges are paid in full.

### Restrictions and Limitations

- Prints will be limited to a maximum build size of 8.5 inches x 7.5 inches x 9.5 inches.
- **Patrons may provide their own filament for use in the 3D printer; however, material must be approved by a Library staff member prior to use.** File submissions should not exceed 5 hours in length. However, longer 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 become the property of the Library and may be repurposed or discarded.
- Printed items are presented “as is” to the user. It is the responsibility of the user to remove any/all support pieces generated by the 3D printer.

<b><i>POLICY MANUAL</i></b>	<b>Section No. :</b> LS 5-5.3
	<b>Effective :</b> February 22, 2016
<b>SECTION :</b> Information Technology	<b>Revised :</b> November 21, 2016, June 19, 2017, February 24, 2020, June 20, 2022, November 21, 2022
<b>SUBJECT :</b> Makerspace Technology	<b>Page 4 of 10</b>

- 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 or Diamond Trail Branch.
- The Library will make every effort to ensure that the print is true to the file; however, the Library cannot guarantee print quality.

### **Cricut Maker Guidelines**

#### **Availability**

- The Cricut Maker 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 Cricut Maker is operational and available.

#### **Reservations**

- The Cricut Maker can be reserved by staff for Library-related initiatives and outreach endeavors.

#### **Training**

- Users wishing to use the Cricut Maker may be required to attend an introductory training session provided by Library staff.

In addition to the introductory training session, patrons may elect to take a course from the Library on using the Design Space to create printable works.

#### **Costs**

- There are no costs associated with using the Cricut Maker when patrons utilize material that they provide. For patrons who wish to use materials provided by the Welland Public Library, the costs will be as follows:

<b>Material</b>	<b>Size</b>	<b>Cost Per</b>
<b>Cardstock</b>	<b>12 x 12 inches</b>	<b>\$0.50</b>
<b>Vinyl</b>	<b>12 x 12 inches</b>	<b>\$2.00</b>
<b>Heat Transfer Vinyl</b>	<b>10 inches x 12 inches</b>	<b>\$3.50</b>

<b><i>POLICY MANUAL</i></b>	<b>Section No. :</b> LS 5-5.3
	<b>Effective :</b> February 22, 2016
<b>SECTION :</b> Information Technology	<b>Revised :</b> November 21, 2016, June 19, 2017, February 24, 2020, June 20, 2022, November 21, 2022
<b>SUBJECT :</b> Makerspace Technology	<b>Page 5 of 10</b>

<b>Vinyl Transfer Paper</b>	<b>12 x 12 inches</b>	<b>\$1.00</b>
-----------------------------	-----------------------	---------------

- No refunds will be given on printing materials unless it is unused and in new condition.
  - A malfunction of the Cricut Maker is the only exception to this rule and is subject to library staff discretion.

### **Restrictions and Limitations**

- Materials will be limited to a maximum size of 12 inches x 24 inches.
- Users may provide their own materials for use in the Cricut Maker, however the material must be approved by a library staff member prior to using the device
- Users will be limited to a maximum of 1 hour per day, regardless of size or number of prints. Additional time may be permitted at the discretion of staff.
- All prints may be monitored by a library staff member. The Library reserves the right to cancel or deny any print for any reason.
- Users must remain in the makerspace while the Cricut Maker is in use.
- 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.
- The following materials are the only approved materials that may be used in the Cricut Maker:
  - Cardstock
  - Vinyl
  - Heat transfer vinyl
  - Leather
  - Fabrics and textiles

<b><i>POLICY MANUAL</i></b>	<b>Section No. :</b> LS 5-5.3
	<b>Effective :</b> February 22, 2016
<b>SECTION :</b> Information Technology	<b>Revised :</b> November 21, 2016, June 19, 2017, February 24, 2020, June 20, 2022, November 21, 2022
<b>SUBJECT :</b> Makerspace Technology	<b>Page 6 of 10</b>

## **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.

### **Costs**

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

### **Restrictions and Limitations**

- Users will be limited to copying one VHS tape or one DVD per day unless prior approval is obtained from staff. Users will not be permitted to leave more than one item with staff at a time due to space constraints.
- 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.
- While the device is intended to be self-serve, 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 or theft 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 are responsible for the security and privacy of their media. As a courtesy, Library staff will contact patrons upon completion of their conversion. Physical items will remain at the

<b><i>POLICY MANUAL</i></b>	<b>Section No. :</b> LS 5-5.3
	<b>Effective :</b> February 22, 2016
<b>SECTION :</b> Information Technology	<b>Revised :</b> November 21, 2016, June 19, 2017, February 24, 2020, June 20, 2022, November 21, 2022
<b>SUBJECT :</b> Makerspace Technology	<b>Page 7 of 10</b>

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 no costs associated with operating the scanner. Patrons must provide their own storage device or purchase one at the front desk

#### **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.

### **USB Turntable Guidelines**

#### **Availability**

- The device 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.

<b>POLICY MANUAL</b>	<b>Section No. :</b> LS 5-5.3
	<b>Effective :</b> February 22, 2016
<b>SECTION :</b> Information Technology	<b>Revised :</b> November 21, 2016, June 19, 2017, February 24, 2020, June 20, 2022, November 21, 2022
<b>SUBJECT :</b> Makerspace Technology	<b>Page 8 of 10</b>

### **Reservations**

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

### **Costs**

- There are currently no costs associated with operating the turntable. Patrons must provide their own storage device or purchase one at the front desk.

### **Legal Restrictions and Limitations**

*In accordance with Canada's Copyright Act R.S.C 1985, Library users are only permitted to reproduce a sound recording under the following conditions and provisions:*

- The original or source copy of the work is not an infringing copy;
- The copy has been legally obtained (other than borrowing or renting it). The user must be the owner or have authorization to use the medium or device onto which the sound is reproduced;
- The user did not circumvent technological protection measures or cause one to be circumvented
- The user does not distribute, give away, or sell the reproduction;
- Reproductions can only be used only for patron's private purposes;
- The work can be copied in whole or in part to a blank audio recording medium only;
- A reproduction can be made if the source copy is lost, damaged or otherwise rendered unusable. This copy would then become the source copy.;

### **Additional Restrictions and Limitations**

- This service is intended for the reproduction of personal property. Users are prohibited from copying copyright protected material.
- Users are limited to 2 hours of use per day. However, additional time may be permitted at the discretion of staff.

<b><i>POLICY MANUAL</i></b>	<b>Section No. :</b> LS 5-5.3
	<b>Effective :</b> February 22, 2016
<b>SECTION :</b> Information Technology	<b>Revised :</b> November 21, 2016, June 19, 2017, February 24, 2020, June 20, 2022, November 21, 2022
<b>SUBJECT :</b> Makerspace Technology	<b>Page 9 of 10</b>

- Users are required to use headphones when operating the device as reproduced sound recordings are not permitted for public performance.
- This device is self-serve only. Staff will be available to assist and provide instruction, but are not permitted to create a reproduction on a user’s behalf.
- The Library is not responsible for any damage or loss of content that may occur when using the device.
- While the device is intended to be self-serve, all reproductions must be authorized and supervised by a Library staff member. The Library reserves the right to cancel or deny access to this device for any reason.

### **VR Headset Guidelines**

#### **Availability**

- The VR headset will be available to patrons with a valid adult library card 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 VR headset is operational and available. Due to safety precautions the length of time allotted to VR headset use will be limited an hour per session, with a minimum 15-minute break between sessions. Sessions will take place in an arranged space as determined by the Library.

#### **Reservations**

- The VR headsets can be reserved by staff for Library-related initiatives and outreach endeavors.

#### **Training**

- Patrons wishing to use the VR headset will be required to read, sign, and date the supplied waiver and review the manufacturer instructions before use.

#### **Costs**

- There are no costs associated with operating the VR headset.

<b><i>POLICY MANUAL</i></b>	<b>Section No. :</b> LS 5-5.3
	<b>Effective :</b> February 22, 2016
<b>SECTION :</b> Information Technology	<b>Revised :</b> November 21, 2016, June 19, 2017, February 24, 2020, June 20, 2022, November 21, 2022
<b>SUBJECT :</b> Makerspace Technology	<b>Page 10 of 10</b>

### **Restrictions and Limitations**

- Sessions will be limited to 1 hour with a minimum 15-minute break between sessions.
- Patrons are not allowed to supply additional equipment or software to be used with the VR headset, this includes installation of new games or experiences as these are reviewed and installed by management.
- Children under the age of 13 are unable to reserve or use the VR headset. Children over the age of 13 must be monitored by an accompanying adult at all times during use and both parties must complete the waiver
- Users are required to use supplied disposable face covers at all times when using.
- Users may be required to use headphones when operating the device to reduce disruption to other patrons. Headphones are available for purchase at the Information Desk.