

- Delete any author attributions, legal notices or proprietary designations or labels in any file that is uploaded. Falsify the origin or source of software or other material contained in a file that is uploaded.

Reviewed: June 18, 2014

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Article VIII. Digital Media Lab (DML)

Section 8.01 Guidelines

In addition to compliance with Article VII, the following rules apply.

- The DML is available to Homewood Library cardholders only.
- Adult Library cardholders in good standing may use the DML.
- High school students whose Library account is in good standing may use the DML without a caretaker.
- Seventh- and eighth-grade students whose Library account is in good standing may use the DML without a caretaker only if they have completed the required training. If they have not completed the training, they are required to have a caretaker with them in order to use the DML.
- Sixth-grade students and below whose Library account is in good standing may use the DML only if accompanied by a caretaker.
- In order to begin a DML session, an eligible patron will have the DML checked out to their library card. Each DML session will have a value of \$500.00 attached to it.
- Eligible patrons must complete the DML User Agreement on an annual basis
- Patrons under 18 must have their parent's signature and ID on the DML User Agreement.
- The digital equipment that is available for lending is limited to Homewood cardholders in good standing.

- The DML is not an instructional space. While the library will provide opportunities for learning the equipment and software, patrons who are eligible to use the DML must have a level of knowledge about the equipment in order to use it.
- The DML is available for group projects. Reservations are made for the entire room and can be extended beyond the two-hour limit if there are no reservations for the following time slot. Groups are limited to 6 people. Groups will receive access by designating a responsible party who meets all of the requirements for access listed above. Names of additional group members will be documented when the group arrives for their reservation.

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Section 8.02 3D Printer Policy

The Library's 3D printer is available to the public to make three dimensional objects in plastic using a design that is uploaded from a digital computer file.

Patrons are not permitted to use the Library's 3D printer to create objects which are:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or pose a threat to the well-being of others.
- In violation of the terms of use of the manufacturer of the 3D printer.
- Obscene, sexually explicit or inappropriate for the library environment.
- In violation of a person's intellectual property rights, e.g. the printer may not be used to reproduce objects which are protected by a copyright, patent or trademark.

The Library reserves the right to review and approve all materials before printing. The Library recognizes that an original design is the property of the designer and we will not duplicate that design for someone else. The Library cannot guarantee that a print job will be completed within a particular time frame. The Library cannot guarantee and is not liable for the final appearance of 3D printed objects. The Library is not liable for

any damages, human injury, and/or costs in the event of a failure of a 3D printed object. If a 3D printed object is not picked up after 14 days, it becomes the Library's property and a charge will be put on the patron's library card.

The Library reserves all rights to:

- Refuse any 3D print request.
- Stop printing a request due to time or printer capabilities.
- Set a limit as to the maximum amount of time a print job may take.
- Charge users for print requests.
- Limit the number of print requests.
- Limit access to and determine priority of 3D printing services.
- Change these rules at any time.

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Article IX. Maintaining Public Library Environment

Section 9.01 Security

The Board of Trustees may wish to employ or contract to employ staff to ensure that the atmosphere is conducive to the Objective and Vision of the Library. The Library supports appropriate efforts by staff that may have to be made to create such an atmosphere.

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Section 9.02 Expected Patron Behavior

The objective of the Homewood Public Library District is to meet the informational, educational and recreational needs of the residents of the Library district and the residents of any contracting library district. To successfully achieve that objective, the Library requests that patrons meet these expectations for the safety, comfort and well-being of all, to demonstrate their consideration for others and their respect for the rights of others to use this library.

- To ensure the cleanliness of the Library, all patrons must wear shoes and be fully dressed (including a shirt) in the building.