APPENDIX 10A—Use of Digital and Maker Resources

Access to Digital and Maker Resources

Digital and maker resources (including but not limited to computers, tablets, and fabrication equipment) are provided by the Palatine Public Library District (the Library). Users must comply with Policy 10—Digital and Maker Resources and related procedures. It is the user's responsibility to review Policy 10 and Appendix 10A before using any of the Library's digital and maker resources. The Library may revise user and borrower expectations as outlined in this policy at any time.

A member's access to Library digital and maker resources may be blocked, suspended, or terminated for reasons including but not limited to violation of user expectations or borrower expectations, actions that may lead to liability for the Library, disruption of access to other users or networks, or violation of applicable laws or regulations.

No one will be able to log in to a timed computer session 14 minutes prior to closing. Timed sessions will end 10 to 15 minutes prior to closing. Library laptops, tablets, gaming equipment, and digital media equipment must be returned 10 minutes prior to closing. Digital media studios and the Workshop Lab must be shut down 10 minutes prior to closing. Staff reserve the right to set time limits on when certain maker projects can begin so that projects are completed before close.

Library staff may temporarily modify the requirements and rules outlined in this document for evaluation purposes or for special events with approval of the Executive Director or designee.

Some digital and maker resources may be reserved by valid Library cardholders up to two weeks in advance. Cardholders may reserve one session per resource per day and may reserve a resource for up to three days in a Sunday-to-Saturday week.

Guest passes are available to any visitor and may be used at designated computer stations as listed below.

Resources Available

Computer Stations

- Catalog research stations are filtered and have no time or age restrictions. Only two persons may use the station at one time. The stations may not

be reserved in advance by valid District cardholders. No session registration is required.

- Filtered internet stations are available to holders of any valid District card. A guest pass may be used at these stations. Sessions are granted for up to two hours. Users may extend their time when no other user is waiting for a computer. Only two persons may use the station at one time. Use is not age-restricted. These stations may be reserved in advance by valid District cardholders.
- Unfiltered internet stations are limited to holders of a valid District card. Such stations are for use by members ages 14 and older. A guest pass may not be used at this station. Sessions are granted for up to two hours. Users may extend their time when no other user is waiting for a computer. Parents or legal guardians of children ages 13 and younger may permit their child's use of the unfiltered internet computers at the Library by submitting a written request. Within 48 hours of receipt of the request, staff will enable the child's card access to unfiltered internet stations. Only two persons may use the station at one time. These stations may be reserved in advance by valid District cardholders.
- Youth stations are filtered and available to holders of a valid District card, , or reciprocal card. Such stations are for use by children ages 13 and younger. A guest pass may be used at these stations by visitors ages 13 and younger. Sessions are granted for up to two hours. Users may extend their time when no other user is waiting for a computer. Only two persons may use the station at one time. These stations may be reserved in advance by valid District cardholders.
- Workshop stations are filtered and available to holders of a valid District card, or reciprocal card. A guest pass may be used at this station. Sessions are granted for up to two hours. Users may extend their time when no other user is waiting for a computer. Use is not age-restricted. Only two persons may use the station at one time. These stations may be reserved in advance by valid District cardholders.

Media Studios

Media studios are filtered and available to holders of a valid District card or reciprocal card. These studios are for use by ages 11 and older. A guest pass may not be used in the studio. Sessions are granted for up to three hours. Users may extend their time when no other user is waiting for a studio. Members younger than 11 may use these resources provided they are accompanied by a parent or responsible adult at all times. A room capacity limit is posted on each studio door. These studios may be reserved in advance by valid District cardholders.

Makerspace Equipment

Valid Palatine Public Library District cardholders may use the Workshop Lab. Members younger than 11 may use the Lab provided that they are accompanied by a parent or responsible adult at all times.

Lab equipment and tools are available on a first come, first served basis. Use of equipment or tools may be limited by staff. If no one is waiting to use the equipment or tools, use may be extended at staff's discretion.

Select equipment may require proficiency requirements or completed Library training prior to use.

Select equipment and tools may require staff assistance to operate. Independent use of this equipment may occur only if a user has received approval from staff.

All equipment and tools available in the Workshop Lab must stay in the Lab. Approval from Workshop staff may be given to use the equipment elsewhere in the Library.

Other Digital Resources—In-Library use only

- Video game stations may be checked out to valid District cardholders ages 11 and older. Use is limited to two hours. Users may extend their time when no other user is waiting. Use is not age-restricted. Up to four persons may use the video game stations at one time.
- Tablets are filtered and may be checked out to valid District and reciprocal cardholders ages 11 and older. Use is limited to two hours. Users may extend their time when no other user is waiting. Use is not age-restricted. Tablets loaned in the Workshop Lab must be used inside the Lab.
- Laptops are unfiltered and may be checked out for two hours. Users may extend their time when no other user is waiting for a laptop. Laptops may be checked out to valid District and reciprocal cardholders ages 11 and older. Use is not age-restricted. Laptops loaned in the Workshop Lab must be used inside the Lab.

Other Digital Resources—Circulating

Circulating digital and maker resources, such as cameras, eReaders, and Rokus, are available. Loan rules for use of these items are defined in Appendix 2C.

Use of Materials with Maker Resources

Materials for use with maker equipment will be available from the Library for purchase. Material availability is not guaranteed. The Library does not offer refunds for unused materials.

Users may bring in their own materials for use with maker equipment. All user-provided materials must be approved by Workshop staff prior to using the equipment. Staff reserve the right to disapprove any materials and tools.

Group Use in The Workshop Lab

Valid District cardholders may request to use the Workshop Lab for groups for self-guided projects, tours, or staff-led instruction. Staff must be present at all times while a group uses the Lab. Certain equipment may be unavailable for group use or may only be used with staff supervision. Library staff reserve the right to limit or deny a group request based on factors such as staffing; date and time; equipment; project; or group size.

Projects and activities require the approval of staff. Staff reserve the right to disapprove any materials, tools, and projects.

Groups may not use the workshop for events involving the sale, advertisement, solicitation, or promotion of commercial products or services. Exceptions may be made for activities sponsored by the Library, the Friends of the Palatine Public Library, or the Palatine Public Library District Foundation. Donations and membership dues for nonprofit groups and clubs may not be collected on Library property.

Groups using the Workshop Lab during drop-in hours may be asked to stop work and schedule an appointment to use the room at another time.

Project Expectations

The Library cannot guarantee product quality, equipment availability, confidentiality of design, or delivery times.

The Library is not responsible if there is damage to a project, if a project does not print correctly, or if a project does not work as a result of using any of the Library's equipment or tools. By submitting digital or material content, the member agrees to hold the Library harmless in all matters related to patented, trademarked, or copyrighted materials. The Library reserves the right to halt, delete, or disallow the creation of items that violate Library policies.

User Expectations

The Library will not be responsible for any damages, losses, or unauthorized access that may arise in connection with a member's use of digital and maker resources, or from the actions of other persons.

Members are responsible for the storage of their digital files and providing their own storage devices as needed. The Library is not responsible for data loss while using Library's digital resources.

It is the responsibility of parents or guardians to monitor their child's use of digital and maker resources.

Hacking, deliberate tampering with, or damage of any library digital and maker resources or network is prohibited.

Members must use the Workshop Lab and its equipment in a reasonable manner. The Library may deny use of maker equipment and tools to individuals who do not take proper care of the equipment and tools, or do not attend required training in select equipment and tool use. Members may be held financially responsible for willful misuse or damage to equipment.

Failure to comply with these procedures and Library policy may result in legal prosecution or loss of library privileges.

Additional Provisions for Wireless Users

Users must be familiar with their own devices and know-how to set up wireless access. Technical support from library staff is limited.

The Library's wireless network is not secure, and the Library cannot guarantee the safety and security of internet traffic across its wireless network. Information and files on, sent to, or sent from a user's device can be viewed or extracted by anyone else with the necessary equipment or software.

Borrower Expectations

Borrowers accept full responsibility for all digital and maker resources while checked out to them.

Borrowers may not leave digital or maker resources unattended in the Library for any reason or lend them to another user. Users will not tamper with the digital or maker resources' hardware or software or attempt to load any programs onto the devices.

Borrowers are to return the portable digital and maker resources directly to a staff member at the desk promptly at the end of the session.

Borrowers may be billed for all or partial repair or replacement costs resulting from damage or loss while digital and maker resources are checked out to them.

(Appendix referenced in Policy 10. Approved by PPLD Board of Trustees 1-11-12; Last Revised 7-19-22; Effective 8-1-22)