



# Policy for Patron Use

Niles Public Library District | 6960 Oakton Street, Niles IL 60714 | 847-663-6606  
[nileslibrary.org/creative-studio](http://nileslibrary.org/creative-studio)

The Creative Studio provides free public access for Niles Public Library District cardholders and students attending schools in the library district to pursue creative, school, or work-related digital projects such as videos, music, websites, photo editing, scanning utilizing specialized equipment and software and much more.

## **Users agree to the following:**

1. Users of the Creative Studio must adhere to all Niles Public Library District policies and obey all local, state and federal laws when using the Creative Studio.
2. The Creative Studio is open to Niles Public Library District cardholders who are 13 years and older with library accounts in good standing. Children aged 12 and younger must be accompanied by a person 16 or older. Equipment will be checked out to the user's library card.
3. The individual whose library card is being used will be considered the main user, and is responsible for any damage or misuse of the equipment, even if a group is working on a project together. The user will pay all costs for Creative Studio hardware, accessories and software that result from loss, theft or damage.
4. The Creative Studio may not be used to create, send or produce:
  - Content or objects prohibited by federal, state, or local law
  - Content or objects in violation of intellectual property rights
  - Weapons or look-alike weapons
  - Objects or materials that would be considered obscene or inappropriate for the library environment
  - Unsafe, harmful, dangerous or pose a threat to the well-being of others including but not limited to cyber-bullying; harassment; libel; slander; destruction of or damage to equipment, software or data; disruption or unauthorized monitoring of electronic communications; attempt to break into or gain unauthorized access to any computers, networks or secured files; or unauthorized copying of copyright-protected material
5. Users may make 2-hour reservations for Studio A. The Library reserves the right to deny use of Library equipment and tools to individuals who do not take proper care or have not attended a class or orientation on their use. A signed user agreement must be on file. Studio A has an occupancy limit of 4 people.
6. The Niles Public Library District is not responsible for any damage, loss, or security of data arising from the use of its computers or network, nor for the functionality or quality of content produced in the Creative Studio. Printing refunds are permitted only when the error is directly attributed to a malfunction in the equipment as determined by staff.

Staff is available to provide basic help with the equipment. Users who require more extensive help should refer to training resources such as Lynda.com or Gale Courses on our website.

## **File Storage**

Users must save their work on an external memory source. Flash Drives are sold at the service desk. Equipment with memory cards will be cleaned when returned. The Library does not retain user files.

## **File Printing**

Printing to all equipment with the exception of the copier/printer will be mediated by Library staff or designated volunteers. Designs may be examined to ensure compliance with policies and capability of production. If there is a problem with the design or production, the user will be informed of the problem and the changes needed before the design can be printed. The Library cannot guarantee that a print job will be completed within a particular time frame.

The Library reserves all rights to refuse a print request; stop printing a request due to time or printer capabilities; set a limit on the amount of time a print job requires; charge users for printing; limit the number of print requests; schedule and re-schedule print jobs as needed; not accept print jobs one hour before closing. Printed items must be picked up in 7 days.

## **Fair Use**

U.S. copyright law provisions for fair use of music, artwork and other creative works are extremely restrictive. Each person is personally responsible for knowing the copyright status of any music or graphic material included in Creative Studio projects. Numerous resources exist for fair use media materials.

Illegal downloading, file sharing and duplication:

Computers and the Library network may not be used to illegally upload, download, or copy copyrighted materials including software, music, videos and graphics. This includes the use of online services that facilitate the unlicensed sharing of media files. Duplication of commercial CDs or DVDs is not permitted.

Scanning, digitization and media conversion:

Concerns about copyright infringement extend to the use of equipment to duplicate copyright-protected documents and graphic materials. Each person assumes all responsibility for observing copyright restrictions when using scanners in the Library.