

Policy and Procedure Manual	Section B 6.6
Smart Lab Policy	Issued : August 17, 2015; Amended April 16, 2018 Approving Authority: Board of Library Trustees

Smart Lab Policy

The purpose of the Smart Lab is to provide Orland Park Public Library cardholders in good standing with a space where they may use various digital media technologies which support their educational, professional, and personal goals and endeavors.

Patrons must leave their Orland Park Public Library card with the Smart Lab staff member managing the Lab while using the equipment. The specific equipment being used will be checked out on the card while the patron occupies the Smart Lab.

No food or drinks will be allowed in the Smart Lab.

General Guidelines

The procedures governing the use of the Library's Smart Lab are subject to change

- Users can make 2-hour reservations (with extended time permitted if no one else is waiting) by speaking to a staff member managing the Smart Lab in-person or by phone. Patrons can make reservations up to a week in advance. Reservations will be held for 10 minutes after they are scheduled to begin. If there are no reservations, the lab is available on a first come, first serve basis.
- The individual whose library card is being held 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 main user will pay all costs for Smart Lab hardware, accessories and software that result from loss, theft or damage. A maximum of 8 people (no more than two to a computer) may use the lab at any one time.
- Behavior in the Smart Lab is to be consistent with the Orland Park Public Library's Patron Behavior Policy (Section B 4).
- Internet and equipment usage must be consistent with the Public Access to Electronic Information Networks Policy (Section B 6.1).
- All patrons must adhere to all Orland Park Public Library Policies and obey all local, state and federal laws when using the Smart Lab.
- Downloading, installing or uninstalling software of any kind is strictly prohibited. Users may not extend or modify the network in any way. This includes adding access points and installing bridges, repeaters, switches or hubs. The Library will remove or disable any such unauthorized equipment.

- Computer equipment, including cables, keyboards, mouse, speakers, scanners, etc., are not to be modified, moved, unplugged, or changed in any way. Smart Lab software and hardware are to be used for projects that are not:
 1. Prohibited by local, state or federal law.
 2. 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.
 3. In violation of the terms of use of the manufacturer of the equipment.
 4. Obscene, sexually explicit or inappropriate for the library environment.
 5. In violation of intellectual property rights, e.g. the equipment may not be used to reproduce objects which are protected by a copyright, patent or trademark.
 6. Weapons or look-alike weapons

- Any personal information sent through the network could be intercepted by a third party, and users are encouraged to be cautious about sending personal, financial or legal data.

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 Smart lab 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 patron assumes all responsibility for observing copyright restrictions when using scanners in the library.

File Storage

Patrons may store project files on the machine and backed up on the local server. The Orland Park Public Library reserves the right to periodically clean up the server of any unused files. Saving work prepared at the computer stations is the sole responsibility of the patron. Equipment that uses removable media storage cards or has hard drives for media storage will be erased regularly and cannot be recovered. The Orland Park Public Library and its staff are not liable for any loss, damage or expense sustained by

any user due to the utilization of services, equipment, software, advice or information. The Library is not responsible for equipment or files left behind in the Lab.

Equipment

All equipment available in the Smart Lab must stay in the Lab. Approval may be given to use the equipment elsewhere in the Library.

Users must use the Smart Lab equipment in a responsible manner. The Smart Lab user accepts financial responsibility for any and all damage caused to the building and/or equipment beyond normal wear. Patrons are not to interact with 3D printers unless given explicit instruction by staff to do so. The Orland Park Public Library card holder will be responsible for any charges incurred by the group. Please note a cost based on the project being replicated by the 3D printer will be assessed.

The Library is not responsible for any damage, loss, or security of data arising from the use of its computers, network or 3D printers nor for the functionality or quality of 3D objects printed using Library machines or for any injuries or damages that may result from the use of said objects. The Library is not responsible for failed 3D scans. The Library recommends that 3D printers not be used to make things that could prove harmful, or that would result in significant cost to the user if they fail. The Library is not responsible for failed 3D prints although we will make every effort to assist in completing successful 3D prints. Refunds are not permitted. Supervision of the use of a 3D printer by Library staff does not constitute knowledge or acknowledgment of any apparent or unapparent final use of the 3D product, and the Library specifically disclaims any knowledge thereof.

Library staff will review every object file before it is printed and approved print jobs are added to a queue. Larger jobs or jobs with several components may drop in the queue based on staff discretion.

Print jobs can include no more than three duplicate items, unless approved by staff.

Due to the amount of time it takes to print an object, the number of requests received and staff availability, the Library will not guarantee that a print job will be ready on a specific date but the Library staff will make an educated guess about the length of a job upon request.

Items that are not picked up within 30 days will become the property of the Library and may be kept, discarded, or resold at the discretion of staff. Items should be picked up by the individual who requested the print.

The nature of 3D printing does not allow complete patron privacy but the Library will not share information about a person's legal activities with third parties unless required to do so by law.

Adopted by the Board of Library Trustees on August 17, 2015; Amended April 16, 2018