

Policy and Procedure Manual	Section B 6.6
Public Policy Tech Center Policy	<p>Issued : August 17, 2015; Amended April 16, 2018; Amended September 21, 2020; Amended December 19, 2022</p> <p>Approving Authority: Board of Library Trustees</p>

Tech Center Policy

The purpose the Tech Center is to provide Orland Park Public Library cardholders and reciprocal borrowers 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 or reciprocal borrower card with the IT staff at the IT Commons service desk and the specific equipment being used will be checked out on the card while the patron works in the Tech Center.

No food or drinks will be allowed in the Tech Center.

General Guidelines

The procedures governing the use of the Library's Tech Center are subject to change.

- Users can make 2-hour reservations (with extended time permitted if no one else is waiting) by speaking to an IT staff member at the IT Commons service desk 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 Tech Center is available on a first come, first served 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 Tech Center hardware, accessories and software that result from loss, theft or damage.
- Behavior in the Tech Center 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 Tech Center.
- Users may not alter the Tech Center hardware or software in any way or alter the Library's existing computer network. Computer equipment, including cables,

keyboards, mouse, speakers, scanners, etc., are not to be modified, moved, unplugged, or changed in any way. Tech Center software and hardware are not to be used for projects that are:

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
 3. Causing disruption or unauthorized monitoring of electronic communications; attempting to break into or gain unauthorized access to any computers, networks or secured files; or unauthorized copying of copyright-protected material.
 4. In violation of the terms of use of the manufacturer of the equipment.
 5. Obscene, sexually explicit or inappropriate for the Library environment.
 6. 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.
 7. Creating weapons or look-alike weapons
- Any personal information sent through the network could be intercepted by a third party, and users are strongly advised 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 patron is personally responsible for knowing the copyright status of any music or graphic material when creating content using the Tech Center resources.

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 Tech Center.

File Storage

It is the sole responsibility of a patron using the Tech Center to save and backup their projects on their own personal storage devices. The Orland Park Public Library will not store projects for patrons on the Tech Center computers and devices or on any other computer or device owned by the Orland Park Public Library. 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 Tech Center. The Library is not liable for any implementing process offered by, or elicited from staff.

Equipment

All equipment available in the Tech Center must stay in the Tech Center. Approval may be given to use the equipment elsewhere in the Library. Some Tech Center equipment usage will incur fees based on material usage. Please talk to an IT staff member for cost estimates.

Users must use the Tech Center equipment in a responsible manner. The Tech Center 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 any equipment in the Tech Center unless explicit instruction is given by staff to do so. The Orland Park Public Library or reciprocal borrower card holder will be responsible for any charges incurred by the group. Please note that a cost based on the project being replicated by the 3D printer will be assessed when the patron returns to pick up their completed project. Pickup will occur in the IT Commons area of the Library and payments will be accepted at the Computer Help Desk.

The Library is not responsible for any damage, loss, or security of data arising from the use of its computers, network or Tech Center devices nor for the functionality or quality of projects completed 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 or prints. The Library recommends that Tech Center devices not be used to make things that could cause injury or damage, or that will result in significant cost to the user if they fail. The Library is not responsible for failed projects submitted by patrons although we will make every effort to assist in completing successful projects. Refunds are not permitted. Supervision of the use of Tech Center devices 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 project file before it is fabricated. Only approved projects will be added to a queue. Larger projects or projects with several components may drop in the queue based on the nature and urgency of projects already in the queue.

Projects can include no more than three duplicate items, unless approved by Library staff.

Due to the amount of time it takes to fabricate a project, the number of requests received and staff availability, the Library will not guarantee that a project will be ready on a specific date but the Library staff will provide an estimate about the length of a job upon request.

Items that are not picked up within 15 days will become the property of the Library and may be kept or discarded at the IT Manager's sole discretion. Completed projects should be picked up by the patron who submitted the project.

The nature of project fabrication does not allow complete patron privacy but the Library will not share information with any third party about a patron's Tech Center activities unless legally required to do so.

Loner Laptops

Loaner laptops are available for Orland Park Public Library card holders only for use inside the library. The loaner laptops are not allowed to be taken outside in The Backyard or removed from the physical building at any time. Laptops may be borrowed at the Computer Help Desk. They may be reserved in advance like any other Tech Center item otherwise will be loaned out on a first come first serve basis. There are MacBooks and Windows laptops available for in-house borrowing.

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