



Studio Use Policy

BOARD POLICY

Pikes Peak Library District's (PPLD) makerspaces and studios promote creativity, ingenuity, and entrepreneurship by creating opportunities for individuals to collaborate, innovate, inspire one another, and generate content. The spaces support lifelong learning and the realization of ideas in a new way through technology and hands-on fabrication. Makerspaces and studios provide open access to a wide variety of equipment and tools in multiple ways, including guided exploration through classes and programs.

I. DISTRICT PROCEDURES

- A. Patrons must be valid PPLD resident or non-resident cardholders to use the studios and related equipment. Colorado Library Card users (card numbers beginning with a 7) may attend classes and book studio time but cannot check out equipment.
- B. Patrons with blocked accounts can continue to reserve the studio for use but cannot check out equipment.
- C. Patrons under the age of 12 must be accompanied by a parent or guardian. Patrons must be at least 9 years old to handle the equipment in or make a reservation for the studio. Exceptions may occur in cases of library staff-led programming. Patrons who are 12 years and older may attend trainings and book studio time without an adult present.
- D. All patrons utilizing space and equipment in the studios must have a signed agreement and release of liability on file. Patrons under the age of 18 must have a legal guardian or legally responsible party sign the agreement.
- E. Studio usage must be scheduled in advance.
 - a. At Library 21c, patrons may reserve up to three hours at a time during set Studio Open Hours. Only one reservation may be held at a time.
 - b. At Sand Creek Library, patrons may reserve up to one hour at a time during set Studio Open Hours for a total of up to eight hours per month.

- c. The patron reserving the studio will be liable for any breakage, damage, or theft of any Library property caused by members or guests of the group or organization. Liability includes all applicable court costs and attorney fees.
 - d. The Library, its employees, and Trustees do not assume responsibility for personal injury or damage or loss of personal property during the applicant's use of a studio.
 - e. The Library is a shared space. If any activity occurring in the studio is disruptive to others in the building, the group may be required to change the activity or reserve a different time that will cause less disruption.
 - f. Failure to show up for a studio reservation may result in loss of reservation privileges.
 - g. Patron use of the studios is intended for audio-visual (A/V) purposes only. They cannot be used for meetings, auditions, rehearsals, or other assemblies.
 - h. Studio personnel are on site to support use of the studio. The assistance available varies by location and other service demands.
 - i. Set up and tear down of sets and equipment must occur within the timeframe of the studio session.
 - j. Equipment used in the space must be returned by the patron to its original location in a tidy state. The studio also needs to be orderly before the patron leaves.
- F. PPLD is not responsible for content created using studio equipment either in-house or while equipment is checked out.
- G. PPLD does not retain rights or ownership to any content produced using PPLD equipment during patron reservations. All rights are retained by the content creator(s).
- H. PPLD does not create or claim ownership of patron content recorded within the studio or with use of studio equipment. Each patron affirms they are not breaking any copyright laws in the process of recording such content. Any person who knowingly infringes upon copyright policies will be solely liable for any actions taken and will not involve PPLD. For further information on copyright, visit copyright.gov/title17.
- I. When equipment is out of order, staff will attempt to contact patrons with reservations. This courtesy cannot be guaranteed.
- J. Covered drinks are allowed in the studios. Please keep them away from equipment. Food is not permitted.
- K. PPLD reserves the right to halt, delete, or disallow the creation of items that violate PPLD policies, including activities that can potentially harm the patron or others, that may cause damage or stain the equipment or other studio resources, and those that involve weapons, nudity, and illegal materials.

- L. If a patron sees that any piece of equipment is unsafe or in a state of disrepair, the patron must immediately discontinue use of the tool and notify PPLD staff.
- M. Patrons must report any accident or incident that occurs in the studio or director's booth to a PPLD staff member.
- N. The patron who signed the agreement is responsible for payment of any cost for loss or damage to PPLD property or clean-up expense. Fees for damaged or missing property will be charged to the patron's PPLD library card. PPLD is not responsible for any damage to, or loss or theft of, the user's property. (SEE Personal Belongings Policy for lost and found procedures.)
- O. Patrons are responsible for bringing necessary data storage. At Library 21c, patrons will need to bring one or more SD cards. At Sand Creek Library, patrons will need a flashdrive. For further recommendations, please contact the specific location.

II. EQUIPMENT CHECKOUT

- A. Patrons must be valid PPLD resident cardholders in good standing to check out equipment. Colorado Library Card users (card numbers beginning with a 7) may attend classes and book studio time but cannot check out equipment.
- B. Equipment for checkout is available to patrons age 18 and older.
- C. Equipment kits may be reserved.
 - a. Equipment at Sand Creek Library may be placed on hold through a PPLD staff member. The equipment may not be reserved for a particular day.
 - b. Equipment at Library 21c may be reserved online at ppld.org/creative-services/studio/equipment-check-out-request-form. Only one reservation date may be held at a time. Three tiers of equipment are available, and the number of kits available to check out at one time varies by tier.
- D. At the time of checkout, the responsible patron must sign the Equipment Checkout Agreement form. This form will include the return date and time, as well as fine rates and replacement costs. The checkout period is seven days.
- E. If available, items may be renewed once for up to seven additional days by contacting the appropriate PPLD staff member. Any additional renewals must occur in person.
- F. If a kit is returned missing a component that costs less than the daily fine for the kit, the kit will be checked in and the missing piece will be billed to the patron's account. If the missing piece is worth more than the daily fine, the kit will not be checked in and fines will accrue until the item

is returned.

- G. Costs for replacing or repairing missing or damaged equipment will be charged to the patron library account.
- H. Late fines and the number of items that can be checked out at a time vary by equipment kit.
- I. Fines on late-returned equipment accrue for up to five days. If an item is not returned within five days of the due date, the replacement cost for the item will be charged to the patron's account and could result in legal action.
- J. For items that are not returned and are worth over \$500, staff will file an incident report with PPLD security, and they will contact the local police.