

The Studio

POLICY:

The Studio provides Park Ridge Library card holders with access to equipment and software to explore their creativity and curiosity using various technologies, tools and equipment.

RULES:

1. The Studio is open to Park Ridge Public Library card holders 14 years of age or older. Younger users must be accompanied and monitored by an adult that will remain with them during the entire appointment.
2. A valid ID is required and will be held at the Reference Desk during the appointment.
3. First time users are required to attend an orientation session prior to using The Studio. New users that need additional assistance beyond the basic orientation must schedule appointments for The Studio when a designated staff member is available to assist them. Staff will provide up to three training sessions based on availability.
4. First time users must read The Studio Policy and sign a form stating that they will comply with these rules and agree that they will be financially responsible for any misuse or damage to equipment. Users younger than 18 must have a parent or legal guardian sign this form.
- 5.
6. Library staff will direct users to instructions and information on using the equipment, tools and software in the Lab but cannot provide individual assistance.
7. Use of select equipment and tools require staff assistance to operate.
8. Materials are subject to staff approval.
9. Card holders may use The Studio for up to 2 hours per day, if there aren't other reservations in the queue. Appointments may be made in person or by calling the Reference Department (847) 720-3230 or email prkref@parkridgelibrary.org. Appointments will be held for ten minutes.
10. A maximum of 10 people are allowed in the Studio at one time.
11. The Park Ridge Library is not liable for any loss, damage, expense, or injury sustained in the use of the equipment in The Studio. The library is not responsible for equipment, projects or files (digital or print) left behind.
12. Users may not leave The Studio unattended. Doing so will forfeit use of the room for that day.
13. No food or drinks of any kind are permitted in The Studio.
14. Users that do not comply with The Studio policy or the Library's *Conduct in the Library* policy will not be allowed to use The Studio.

14. The Library reserves the right to halt, delete or disallow the creation of items that violate Library policy including the creation materials that are:

- Prohibited by local, state or federal law
- Used as weapons
- Unsafe, harmful, dangerous or pose a threat to the well-being of others
- Obscene or otherwise inappropriate
- In violation of another's intellectual property rights

Revised February 15, 2022
Approved September 17, 2019