Augusta Richmond County Public Library System

Tech Hub Policy

The Augusta Richmond Public Library System (ARCPLS) Tech Hub is an innovative, creative space that provides patrons access to high-quality, professional-grade computer hardware, software, and equipment to support their educational pursuits and personal goals.

Eligibility and Rules of Use

The ARCPLS Tech Hub is available to library patrons 14 and up. Patrons 14-17 must have a signed usage agreement form from a parent or guardian.

Users must sign an agreement before using the space.

All library policies such as Tech Hub, Library Use, Public Internet, Computer Use, Patron Behavior and any other applicable library policies and procedures must be observed. Failure to observe policies and procedures will result in the loss of Tech Hub privileges.

Users of the library's Tech Hub must respect all copyright laws and licensing agreements. Users will further agree not to use the Tech Hub in violation of any local, state, or federal ordinances, regulations, or laws.

Some of the equipment located in the Tech Hub may contain aspects, parts, or components that will cause injury to the user; therefore, all rules, policies, procedures, and restrictions must be followed. Mandatory training may be required for certain equipment before first use. Applicable safety supplies will be available in the Tech Hub to be used as directed. Any accident or injury that occurs in the Tech Hub must be reported to a staff member. Users agree to release and hold the library harmless from any claims for personal injury, property damage, or any other loss in connection with the use of Tech Hub, including the equipment, tools, and materials.

Computers in the Tech Hub have specialized software and are designated for use only in conjunction with the equipment located in the Tech Hub. The library reserves the right to reassign patrons to other computers in the library.

The Tech Hub is a self-directed area, with the expectation that users will complete designs and projects mostly on their own, following initial guidance and information from Tech Hub staff on the capabilities, safety, and basic operation of Tech Hub equipment and software. Staff may not be experts on the use or operation of everything available in the Tech Hub. One-on-one appointments can be made with Tech Hub staff to learn the in-depth initial operation of Tech Hub software and hardware.

No food or drinks of any kind are permitted in the ARCPLS Tech Hub.

Tech Hub Materials and Tools

There may be a charge for the use of some Tech Hub equipment. Likewise, there may be a charge for the use of some materials and supplies used by some Makerspace equipment. Any applicable costs are listed in the Tech Hub Fee Schedule. Users are responsible for paying for all use and material costs associated with the use of the Tech Hub, even if the project fails or is not complete. Failure to self-report material usage and pay for the use of equipment and/or material will result in suspension of Tech Hub use privileges.

Select materials, equipment, and tools may require a library card and/or valid, government-issued photo ID to check out. When using your photo ID to check out these items, your photo ID will be held and returned once all material and use fees have been paid and all equipment, tools, and unused materials have been returned.

Users agree to accept financial responsibility for any misuse or damage to ARCPLS Tech Hub computers and equipment.

Checking In, Reservations, Session Length and Limitations
Patrons must check in with Tech Hub staff before accessing any Tech Hub equipment to sign and complete the Tech Hub User Agreement.

Library staff reserves the right to make reservations in advance for demonstration and training purposes.

There is a two-hour limit per day which may be extended if no other patron is waiting to use a piece of equipment.

The Tech Hub equipment, including, but not limited to, 3D printers, craft and cutting machines, CNC machines, etc. may be used for lawful purposes only. Patrons are not permitted to use the Tech Hub equipment for projects or to produce materials that:

1. Violate local, state, or federal laws or regulations;
2. Look like, function as, or appear to function as weapons, knives, or parts thereof;
3. Appear unsafe, harmful, dangerous, or that otherwise pose a threat to the health or safety of others;
4. May be construed as obscene or otherwise inappropriate for the Library environment; or
5. Potentially violate the intellectual property rights of another.

Protection of Patron Intellectual Property

The ARCPLS is a public resource and space. The library cannot guarantee the security of patrons' intellectual property rights such as copyrights or trade secrets. Projects may be produced in full view of the public, and the library may photograph and or record the printing process and publish such photographs and/or recordings in any type of media now in existence or hereafter created, including, without limitation, print, social media, television, and the Internet.

3D Printing Service

The ARCPLS Tech Hub contains 3D printers that are reserved for direct use by patrons. In addition to this service, ARCPLS also accepts requests from patrons to print their 3D models for pickup later by the patron. Patrons do not have to have a Tech Hub User Agreement on file for this service but must abide by all aspects of this and other library policies.

ARCPLS staff have the sole discretion to determine the order in which 3D models are printed. Patrons are limited to printing one 3D item at a time and may have only one item in the print queue at a time. If a 3D model consists of multiple separate parts, each part will constitute a single item. Because of limited staff and hardware resources, Library staff cannot guarantee completion times. Library staff will contact patrons when printing is complete, and patrons must pick up completed models within three weeks of completion. If models are not picked up within three weeks following completion, then Library staff may dispose of them in any manner it deems appropriate.

The cost for 3D printing is based on the weight of the plastic used and is determined after printing is complete. Library staff may estimate the price before printing the model, but the exact price will be given to the user after printing is complete. All 3D models must be paid for in full before being released to users. The cost of 3D models not paid for and collected within three weeks following completion of the print may be charged as a fee against the patron's library card.

Because of inherent limitations with equipment, ARCPLS does not guarantee that any 3D model will print successfully. If a print fails due to a Library staff error or hardware failure, the Library will attempt to reprint the object, and the patron will not be charged for the failed attempt, except as stated in the next paragraph. The Library may refuse to reprint the object after two unsuccessful attempts.

The Library may refuse to print 3D models that contain errors or that are, as determined by Library staff, beyond the capabilities of the Library's equipment. The cost of failed prints due to errors within the 3D model and 3D models that are beyond the equipment's capabilities may be charged to the patron. Library staff have sole discretion to make slight alterations such as adding supports to patrons' designs in an attempt to make them printable, but the Library does not guarantee that they will print successfully. Patrons are responsible for any extra cost associated with printing these alterations to their designs regardless of whether the print is successful.

Printing or supervising the printing of a patron's 3D model or item by ARCPLS staff does not relieve a patron of the indemnification obligations discussed below and shall not expose ARCPLS to liability. Printing or supervising the printing of a patron's 3D model by ARCPLS

staff does not constitute an acknowledgment that the patron's 3D model comports with this policy, any other library policy, intellectual property laws, or other laws, or that the 3D model is safe or fit for patron's specific purpose (and ARCPLS expressly disclaims any knowledge thereof).

Indemnification and Disclaimer of Liability
Indemnification

By using the Library's Tech Hub equipment and/or services, patrons agree to release from, indemnify, and hold harmless ARCPLS, its officers, employees, board members, agents, and representatives from and against any suits, claims, damages, losses, expenses (including reasonable attorney's fees), settlements, and judgments arising out of or relating to ~~your~~ patrons' use of Tech Hub 3D equipment and services, including, without limitation, any claims for personal injury and infringement or misappropriation of any copyright, trademark, or patent.

Disclaimer of Liability and Warranty

By using the Library's Tech Hub equipment and services, patrons agree to assume the risk of and acknowledge that ARCPLS disclaims all liability for, any injuries (including death) resulting from the use of equipment and/or items created using equipment owned by the Library. Patrons also agree that objects produced may contain certain inherent weaknesses and limitations and may not be suitable for all applications, including, without limitation, those for which they are designed and intended. Patrons further agree to assume the risk of, and acknowledge that ARCPLS disclaims all liability for, damages, or claims for infringement of intellectual property rights arising from patrons' use of the Library's Tech Hub services.

THE AUGUSTA RICHMOND COUNTY PUBLIC LIBRARY SYSTEM DISCLAIMS AND EXCLUDES ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, ASSOCIATED WITH ITEMS PRODUCED AND/OR DESIGNED USING ITS EQUIPMENT.

The Augusta Richmond County Public Library System's TECH HUB Contains:

1 Glowforge 3D Laser Printer

2 Flash Forge Adventure V3 Pro 3D Printers

4 PC's

1 Nikon D780 4K Photo Digital Camera for Videography and Still Shots

1 Desk Microphone

2 Handheld Microphones

2 DJ Headphones

1 MPK Mini Keyboard and BEATS Music Production Starter Kit

1 Sound Mixer

2 Sphero Bolt Robots

1 Green Screen

1 Button Maker

Tech Hub Materials Cost and Operating Procedures

Glowforge 3D Laser Printer

Items Needed

To use the Glowforge, you will need to be 18 or older or be supervised by an adult. Users will be required to sign a waiver as well as acknowledge when registering for an appointment that they have read and understood the **user manual**.

Materials measuring 18" x 20" will fit in the Glowforge, and the cutting area is approximately 11″ deep and 19.5″ wide. Maximum material height is up to 2" if the crumb tray is removed, or up to .5" with the crumb tray. The Glowforge can cut materials as thick as ½" but may require multiple passes for materials thicker than ¼".

If you choose to provide your material, please bring a receipt or an attached tag that states what the item is made of. We strongly recommend bringing extra material for testing. Materials must sit firmly and securely on the crumb tray or printer bed. The list below shows what materials are allowed and what materials are prohibited. If you want to use something that is not listed below, email **techhub@arcpls.org** at least **two hours** before your appointment to obtain prior approval. Without prior approval, only approved items below will be permitted.

Materials Cost: Red or clear acrylic, 5x10x1/8 inch: $7; Blue or teal acrylic, 12x20x1/8 inch: $21; Draftboard, 12x20x1/8 inch: $10**;** Hardwood (basswood or poplar), 6x12x1/8 inch: $13

3D Printers

Items Needed

To use the Flash Forge 3D Printer, you will need to be 18 or older or be supervised by an adult. Users will be required to sign a waiver as well as acknowledge when registering for an appointment that they have read and understood the **user manual**.

The build volume of the Flash Forge is approximately 5.9″ deep and 5.9″ wide and 5.9" long.

If you choose to provide your material, please bring a receipt or an attached tag that states what the item is made of. We strongly recommend bringing extra material for testing. The list below shows what materials are allowed and what materials are prohibited. If you want to use something that is not listed below, email **techhub@arcpls.org** at least **two hours** before your appointment to obtain prior approval. Without prior approval, only approved items below will be permitted.

Materials Cost: There is a materials charge of 15-cents per gram of filament used in the printing process, with a minimum charge of $1.

Rules for Usage

- Library card required
- Ages 13 and up
- Users under the age of 13 must be accompanied by a parent/guardian

- Reservations may be submitted two weeks in advance
- Limit of two hours per day, per individual
- Walk-in appointments are subject to availability
- No food or drinks of any kind are permitted
- ARCPLS's **Patron Behavior Policy and Internet Use Policy** apply

Media Conversation Station

Patrons are permitted one 120-minute session per day. The computer **automatically shuts off and erases all data** saved to it when a session expires, so please make sure you have saved your work well in advance of your session ending.

Rules for Usage

- Library card required
- Ages 13 and up
- Users under the age of 13 must be accompanied by a parent/guardian
- Reservations may be submitted two weeks in advance
- Limit of two hours per day, per individual
- Walk-in appointments are subject to availability
- No food or drinks of any kind are permitted
- ARCPLS's **Patron Behavior Policy and Internet Use Policy** apply

Materials Cost: If needed, flash drives may be purchased from the Circulation Desk on the first floor

Button Maker

Patrons are permitted one 120-minute session per day. The computer **automatically shuts off and erases all data** saved to it when a session expires, so please make sure you have saved your work well in advance of your session ending.

Rules for Usage

- Library card required
- Ages 13 and up
- Users under the age of 13 must be accompanied by a parent/guardian
- Reservations may be submitted two weeks in advance
- Limit of two hours per day, per individual
- Walk-in appointments are subject to availability
- No food or drinks of any kind are permitted
- ARCPLS's **Patron Behavior Policy and Internet Use Policy** apply

Materials Cost: Button supplies are available for purchase from the information desk. The cost is five 2.25inch buttons for $1. If you choose to bring your own supplies, please note this station uses a 2.25-inch button-making machine.

Video Editing Station

Patrons are permitted one 120-minute session per day. The computer **automatically shuts off and erases all data** saved to it when a session expires, so please make sure you have saved your work well in advance of your session ending.

Rules for Usage

- Library card required
- Ages 13 and up
- Users under the age of 13 must be accompanied by a parent/guardian
- Reservations may be submitted two weeks in advance
- Limit of two hours per day, per individual
- Walk-in appointments are subject to availability
- No food or drinks of any kind are permitted
- ARCPLS's **Patron Behavior Policy and Internet Use Policy** apply

Materials Cost: If needed, flash drives may be purchased from the Circulation Desk on the first floor

Video/Photography Station

Available equipment includes:

- Nikon D780 4K Photo Digital Camera Body with AF-S NIKKOR 24-120mm f/4G ED VR zoom Lens **(must request when reserving the room)**
- Tripod
- 6.5' X 6.5' Green Screen Backdrop Stand Kit, Photography Background Support System with 10 x12ft 100% Cotton Muslin Chromakey Backdrop
- High-quality studio lighting system
- Video/Photo editing software is available (Adobe Premiere, OBS).

Items Needed

You will either need to save your work to a **flash drive** or have an **email address** ready to send it to.

Materials Cost: If needed, flash drives may be purchased from the Circulation Desk on the first floor

Rules for Usage

- Library card required
- Ages 13 and up
- Users under the age of 13 must be accompanied by a parent/guardian
- Reservations may be submitted two weeks in advance
- Limit of two hours per day, per individual
- Walk-in appointments are subject to availability
- No food or drinks of any kind are permitted
- ARCPLS's **Patron Behavior Policy and Internet Use Policy** apply