

General

This policy governs the use of Ives Squared, which consists of the following spaces: the Tinker Lab; the Exchange; and the Switchboard.

Customers actively participating in Ives Squared programs and services have priority use of the limited seating, equipment and on-site resources. Customers may be asked to move to another location in the library in order to give Ives Squared users access to the resources they need. Ives Squared users are expected to follow the Library's Code of Conduct and Unattended Child Policy. To track the utilization of the space and for safety purposes, customers using Ives Squared are required to check in at the Switchboard Desk with a NHFPL library card – NHFPL staff may also check in Ives Squared customers with mobile tablets.

Guidelines on Equipment Use

1. Hours of operation for the Tinker Lab equipment (3D printer, Laser Cutter, Carvey, Vinyl Cutter, etc.) are posted daily and available at the Switchboard desk.
2. Users of the Tinker Lab equipment must:
 - a. Have a valid New Haven Free Public Library card in good standing.
 - i. Connecticut residents from other towns must present a valid hometown library card that shows the expiration date and a photo ID to be added to NHFPL's system.
 - b. Complete the training for the Tinker Lab machine they wish to use with an Ives Squared staff member or volunteer (usually by appointment).
 - c. Be at least 13 years of age:
 - i. Customers 18 years or older may use the Tinker Lab equipment on their own during the designated Tinker Lab operating hours.
 - ii. Customers aged 13 -17 may only use the machines if supervised by an adult caregiver trained on the Tinker Lab equipment.
 - d. These criteria may be waived for designated programs in Ives Squared.
3. Ives Squared design computers are designated for digital media purposes and have specialized software not available elsewhere in the Library. Customers not requiring that software will be directed to the Tech Center, teen or children's areas for activities such as: email, social media, gaming or other purposes. Users of the design computers must:
 - a. Have a valid New Haven Free Public Library card in good standing.
 - i. Connecticut residents from other towns must present a valid hometown library card that shows the expiration date and a photo ID to be added to NHFPL's system.
 - b. Complete the Ives Squared orientation with an Ives Squared staff member or volunteer.
 - i. An Ives Squared customer with a digital media project can have a guest pass issued at staff discretion.
 - c. Be at least 13 years of age.

4. Suitable attire must be worn for any making activity to avoid unintended hazards with clothing or personal items. For example, hair, jewelry or other loose personal effects must be secured.
5. NHFPL reserves the right to limit the duration of usage of Tinker Lab equipment and Ives Squared technology.
6. Inappropriate use of Ives Squared technology or space may result in expulsion from Ives Squared and suspension of library privileges as outlined in the NHFPL Code of Conduct.
 - a. Customers may have their Ives Squared privileges suspended temporarily or permanently pending review of the infraction by Library administration.
 - b. The library is not liable for damage to personal property or injury due to misuse.
7. Please refer to the acceptable materials guide for which materials are allowed in the machines. Customers who provide their own materials must get staff approval prior to using the laser cutter, vinyl cutter or Carvey.
8. Ives Squared furniture, equipment and technology must remain in Ives Squared.
9. New Haven Free Public Library is not responsible if your project is destroyed, does not “print” correctly or does not work.
10. Ives Squared does not store projects:
 - a. Projects left unattended are subject to cleanup or disposal by staff.
 - b. The only exception is 3D prints: If your 3D print will take longer than you can stay, the Library will hold your print until end of next business day.
 - i. The Library will dispose of your print if it is not claimed in the allotted timeframe.
11. Only Library-provided electronic devices will be connected to Tinker Lab machines (3D printer, Carvey, laser cutter, etc.).
 - a. Personal flash drives are allowed to be connected to design computers and laptops.
12. Customers using Ives Squared are required to return tools to their original location after use and clean up their workspace after use.

Occupancy/Fire Code

- I. 80 to 100 people

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Library Board Review and Discussion June 26, 2018