

Ives Squared: Usage Policy

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.

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 (NHFPL, "the 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. Non-Connecticut residents shall be considered on a case-by-case basis.
 - 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 computers are designated for digital media purposes and have specialized software not available elsewhere in the Library. Customers not requiring that software may be directed to the Tech Center, Teen Center, or children's area for activities such as email, social media, gaming or other purposes. Users of the Ives Squared 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. Non-Connecticut residents shall be considered on a case-by-case basis.
 - b. 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 suspension or 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, Carvey, etc.
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 provide long-term storage for projects:
 - a. Projects left unattended are subject to cleanup or disposal by staff.
 - b. A 48-Hour Project Pick Up Table is available for short term projects and for 3D prints. If your 3D print will take longer than you can stay, the Library will hold your print at the 48-Hour Project Pick Up Table for 2 business days.
 - i. The Library may dispose of your print if it is not claimed in the allotted timeframe.
 - ii. The Library is not liable for damage or theft of projects left at the 48-Hour Project Pick Up Table.
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, return checked-out materials to the Switchboard Desk, and clean up their workspace after use.

Occupancy/Fire Code

1. 80 to 100 people

Approved by NHFPL Board of Directors, January 28, 2020.