

Maker Studios Terms of Use

Access Requirements

- The Clearwater Maker Studios (“Studios”) are comprised of hands-on learning and experimentation spaces where community members can design, prototype, and create works using library equipment, software, and shared resources.
- The Studios are free and open to the public. A library card is not required for access.
 - Programs, classes, workshops, and drop-in sessions are held at various days and times throughout the week and vary according to the Studio. Registration may be required for certain events.
- Access to Studios is limited to library operating hours. Individual Studio hours may vary.
- Certain Studios may be reserved by users for independent use. Reservations will be tentative until approved by staff.
 - Users must be prepared to present a valid photo identification (e.g., driver’s license, passport, school id) in order to confirm their identity when using a reserved Studio. ID and reservation names must be the same.
- An orientation and training may be required for use of a Studio and its equipment, tools, supplies, and software.
- Persons with a disability may request reasonable accommodations to be able to access the Studios. Generally, seven (7) day advance notice is required to review reasonable accommodation requests. However, a response to an immediate need for accommodation will be considered to the fullest extent possible.
- Certain Studios have additional guidelines, rules, or restrictions not outlined in these Terms of Use.

Rules of Conduct

- Users must agree to adhere to the Maker Studios’ Terms of Use, the Clearwater Public Library System’s Code of Conduct and Internet Policy, and all Federal and State laws and regulations in order to use the Studios.
- Users must follow all usage and safety guidelines of the Studio equipment.
- Users must immediately report any accidents, damage, or technical problems to library staff.
- Security of personal items is the responsibility of the user. Personal items will be removed from the Studios and placed in lost and found in accordance with library policy.

Using the Maker Studios

- Users are not permitted to access or create any weapons or any obscene, pornographic, or illegal materials.
- The library reserves the right to refuse any request to use Studio equipment, tools, supplies, and software.
- No personal equipment can be connected to any Studio equipment without the approval/clearance of staff.
- The Clearwater Public Library System is not responsible for the loss, theft, copying, or damage of electronic files and data. Users are responsible for transferring, saving, and deleting electronic content created.
 - Note: Anything downloaded or saved to Studio computers will automatically be deleted upon reboot.
- The Studios are provided on an “as is” basis, without warranties of any kind, either expressed or implied, including without limitation, implied warranties of merchantability, fitness for a particular purpose, or non-infringement.

Damaged Equipment

- Patrons are responsible for the cost of any items damaged while being used.
- It is the patron’s responsibility to point out any suspected existing damage to library personnel at the time of use.
- Conditions that are considered as damaged equipment can include, but not necessarily be limited to the following:
 - Broken equipment, equipment damaged by food or drink stains, equipment missing parts or covers, equipment containing markings, or any abuse that renders the equipment unusable.
- Patrons are liable for charges incurred to repair or replace the item, as well as for any associated processing fees.
 - Repair or replacement costs are assessed at the library’s discretion.
- All Library equipment remains City property even if they have been billed and paid for. Thus, payment of repair or replacement charges does not entitle the borrower to keep the equipment which has been damaged or replaced.
- The Library will not accept replacement copies of equipment items.

Intellectual Property Rights & Copyright

- Users shall respect the intellectual property rights of others.
 - According to the [World Intellectual Property Organization](#), intellectual property refers to “creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names, and images used in commerce” and is protected by patents, copyright, trade secret, and trademark laws.
- The Clearwater Public Library System is not responsible for any infringement of intellectual property rights that might occur by a patron’s use of, or access of, the Studios. It is the responsibility of users to ensure their activities do not infringe on the copyright or intellectual property rights of others.

Suspension/Revocation of Privileges

- Users may have their Studio privileges suspended for violating the Maker Studios Terms of Use, the [Library Code of Conduct](#), and/or specific Maker Studio’s guidelines for use.
- While privileges are suspended, users will be denied all access to, and services provided by the Maker Studio for which the violations apply.
 - Other library privileges will not be affected unless required by the severity of the violation (for example, violations resulting in a library or police trespass).
- Suspension:
 - Users will have their privileges suspended for 30 days upon reaching three (3) violations within a period of 30 days.
 - The suspension will begin from the date of the latest violation.
 - Violation records will be cleared after 30 days, based on the date of the violation.
 - Violations include but are not limited to: 1) arriving late without notice, 2) no shows without notice, 3) eating in the studio, 4) leaving late, and 5) not checking out when required.
- Revocation:
 - Users will have their privileges revoked after three (3) suspensions within a period of one year (365 days).
 - Revocation will last for one year (365 days) from the date of the latest suspension.
 - Suspension records will be cleared after one year (365 days), based on the date of the suspension.

Studios@Main Guidelines: Multimedia Studio

General Policies

- Users must follow all usage and safety guidelines of the Studio equipment.
- Children under 14 years must be accompanied by a parent/guardian.
- No food or drink is permitted in the Multimedia Studio.
- The library cannot provide one-on-one production or recording assistance.
 - Proficiency in using computers, software, and recording devices is required.
 - Users are encouraged to learn by experimenting. Staff are available to help find learning resources.
- Occupancy must not exceed posted occupancy levels.

Using Studio Equipment

- Files must be saved or exported before the end of the Studio session. It is recommended to save frequently.
 - Patrons must bring their own large-capacity storage drives, SD cards, etc. to save their work.
 - All files saved to the library’s computers will be erased after each session, or upon restarting the computer.
- Users must bring their own headphones for working with sound, this includes audio for video.
 - The computer’s own speakers must be muted.
- Users must not adjust the green screen, backdrops, and stands. Please ask staff for assistance.
- Equipment will be inspected as per checklist before and after each session.

Audio Recording in the Studio

- The Studio is designed for virtual and electronic (line) instruments.
 - The Studio *is not* intended for singing and acoustic instrument recording.
 - At the discretion of Studio staff accommodations for acoustic recording may be considered.
- Microphones are provided for recording voice-overs and dialogue.

Reservation Procedures

- A 15-minute orientation is required for first-time users.
- Patrons may reserve time during library’s established Studio [operating hours](#).
- Multimedia Studio sessions are **two (2) hours** in length.
 - Sessions include any setup, production, and take down time.
 - Sessions may be extended if no other reservation exists upon the approval of staff.
- Patrons may reserve the Multimedia Studio session time online or by contacting staff:
 - Reserve online: www.myclearwaterlibrary.com | Call: **727-562-4970**
- Studio sessions may be reserved up to two (2) months in advance or on a walk-up basis, if available.
- Users must arrive within 15 minutes after a reservation’s start time. After 15 minutes, the reservation will be cancelled. Reservation times will not be extended for late arrivals.
- Users will be required to present photo id (e.g., driver’s license, passport, school id) which will be held by staff for the duration of their session.

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 - Other library privileges will not be affected unless warranted by the severity of the violation (for example, violations resulting in a library or police trespass).

Studio@Countryside Guidelines

General Policies

- Users must follow all usage and safety guidelines of the Studio equipment.
- The Studio is intended for patrons to utilize the technology housed in the room.
- Children under 14 years must be accompanied by a parent/guardian.
- No food or drink is permitted in the Studio.
- The library cannot provide one-on-one production or recording assistance.
 - Proficiency in using computers, software, and recording devices is required.
 - Software and equipment problems/issues must be reported to staff immediately.
- Occupancy must not exceed posted occupancy levels.

Using Studio Equipment

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 - Users must bring their own large-capacity storage drives, SD cards, etc. to save their work.
 - All files saved to the library’s computers will be erased after each session upon restarting the computer.
- Users must bring their own headphones for working with sound, this includes audio for video.
 - The computer’s own speakers must be muted.
- Equipment will be inspected as per checklist before and after each session.

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