



ICUBE USAGE POLICY

General

- All Library policies, including the Patron Behavior Policy, apply to the usage of the iCube. Failure to comply with iCube or Library policies may result in the loss of iCube or Library privileges.
- Capacity limits in the iCube must be followed, unless otherwise approved by Library staff.
- Children eleven (11) years old and under must be accompanied by a parent, guardian or caregiver (ages 18 and older) while using the iCube.
- Food is not allowed in the iCube. Covered drinks are allowed (See the "Food in the Library Policy").

Safety

- The patron agrees to follow the safety policies and procedures involved with the iCube, including the following:
 - Immediately report to a Library staff member any accident/incident that occurs.
 - Follow all equipment safety procedures as documented in the provided instructions, training session, program and/or as detailed in the available manufacturer's manuals.
 - Discontinue use of the tool if the tool or piece of equipment becomes unsafe or in a state of disrepair. Notify Library staff immediately.
 - Return items in the same condition as they were issued, barring normal wear and tear.
 - Take precautions to avoid causing unnecessary mess, agree to clean up the workspace following use and inform Library staff in the event that they are unable to return a work surface, tool or equipment to its original state.

Equipment Usage

- Equipment in the iCube is available for use on a first-come, first-served basis. Supplies, equipment, Creative Kits and other items must only be used within the iCube.
- Patrons are financially responsible for any and all damage done in the iCube and its equipment resulting from misuse or from failure to follow all rules, policies, procedures and restrictions. Patrons agree to pay for the loss or damage to any items and further agrees to accept the Library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total.
- Only designated Library staff and volunteers have hands-on access to red level equipment.

- Patrons must avoid wasting supplies and only use them for their indicated use.
- All equipment failures and accidents must be reported to Library staff immediately.
- Library staff reserve the right to:
 - Stop a request due to time or equipment capabilities.
 - Set a limit as to the maximum number of projects requested by a patron.
 - Close down the iCube at any time for programs or maintenance with little or no notice.
 - Refuse any request/service. If denied, a patron may appeal that decision to deny the request/service to the Library Director by sending a written notice of appeal to the Library Director within ten (10) days of notice of the denial.
 - Review and approve all patrons' materials before using specific equipment in the iCube. Patrons are responsible for bringing their own materials unless otherwise noted. Some materials may be available for purchase. If there is a problem identified with designs and/or production, the patron will be informed. Library staff cannot guarantee a successful project or time frame of completion. Failed projects may be attempted up to two more times.
- Library staff will provide limited assistance in using the equipment and software. Patrons are responsible for transporting their own supplies and equipment to and from the iCube.
- While the Library makes every effort to oversee the use of the equipment, usage of the equipment is not under the direction or control of the Library.

- **No Liability**
 - The Library assumes no responsibility for any damages to patron-provided devices, direct or indirect, arising from its connections to the Internet.
 - Patrons use Library computer hardware and software at their own risk.
 - The Library is not responsible for equipment malfunction, loss of data, any damages to patron-provided devices, the patron's disks or data or electronic transactions of any type.
 - The Library is not responsible for the loss of any portable media.
 - The Library is not responsible for the possible interception of wireless connections, viruses or malware—nor the risks of transmitting personal data.
 - The Library is not responsible for:
 - Any manufacturing defects, issues with quality of workmanship, safety, or flaws or failures in materials associated with the use of the iCube's tools or equipment.
 - Any loss of digital data or damage to materials provided by patrons.
 - A project that is destroyed, does not print correctly or does not work.
 - Refunds for purchased materials.
 - Any object created with the use of the equipment, including any harm or injury incurred as a result of any usage of the equipment.

- **Prohibited Uses**

Equipment in the iCube may be used only for lawful purposes subject to any condition set forth in this policy or any other Library policy. The public is not permitted to use the equipment in the iCube to create material that is:

- Prohibited by local, state or federal law or regulation.

- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
- Obscene, sexually explicit or harmful to minors.
- Related to weapons, weapon parts or weapon replicas. Costume pieces or props may be evaluated on a case-by-case basis.
- Produced for commercial purposes or goods to be sold for profit.
- In violation of intellectual property rights. The patron is responsible for compliance with all intellectual property laws, including patent, trade dress, trademark and copyright laws. Responsibility for possible copyright or any other intellectual property infringement lies solely with patrons and the Library disclaims any responsibility or liability resulting there from. The person requesting to use iCube equipment is liable for any infringement.

Computer & Internet Usage

- Computers in the iCube are to be used for digital content creation and creative work only.
- **Data**
Patrons who wish to have a permanent record of their work must save data on their own portable media or cloud-based storage device.
- **File Deletion**
Patrons are responsible for deleting and/or removing any files (digital or print) from iCube computers and equipment. The Library is not responsible for equipment or files (digital or print) left behind by patrons.
- **Personal Software & System Modifications Prohibited**
Patrons will refrain from use of personal software or networks (desktop network connections are allowed, if available). Patrons should not open staff access panels to connect to non-public network jacks or control panels. Patrons are not permitted to change the security setup, operating systems, the network configuration or any other configuration of any public computer without authorization.

Approved by the Novi Public Library Board of Trustees: May 23, 2019

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