

## 405: Collaboratory

Created:	March 2020	Updated:	February 2025
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The Collaboratory is the Northbrook Public Library's makerspace. It is designed and outfitted to promote making and the maker ethos through access to up-to-date technologies, tools, and equipment. The Collaboratory is a respectful, collaborative workspace for those actively engaged in designing or making physical or digital media works. Patrons not engaged in such activities may be asked to relocate to a different area in the library.

### USE OF THE EQUIPMENT AND MATERIALS

1. Prior to using Collaboratory tools or equipment, users must submit their projects to be reviewed by a staff member.
2. Library-sponsored activities, classes, and programs have priority use of the Collaboratory.
3. Use of equipment and tools on the floor is available on a first come, first served basis and may be limited based on demand.
4. Use of equipment and tools in the Peltz Digital Media Suite rooms is available by reservation and may be limited based on demand.
5. Use of select equipment and tools require staff assistance to operate. Independent use of equipment may only occur if a user has received approval from Maker Services staff on the same day the user has requested to use the equipment.
6. Patrons may bring in their own materials for use with equipment. All personal materials to be used with library equipment must be approved by staff prior to using the equipment.
7. The library offers materials for purchase with select equipment. Charges are added to the user's library card. Materials will be sold at cost plus shipping and state sales tax. The library does not offer refunds for materials used or for any remnants. For a

full list of materials and prices, visit the library's website  
(<https://www.northbrook.info>)

8. The library is not responsible for product quality, personal injuries, user satisfaction, equipment availability or stability, data storage/security, design confidentiality, delivery times, or any damage or loss to projects or personal materials or equipment arising from use of Collaboratory services or equipment, or the library's computers or networks. While library staff are available to assist users, the Library is not responsible for any damage or loss resulting from information or advice provided by staff or the library. Patrons are responsible for storing and securing their own files and providing necessary storage devices.
9. All equipment available in the Collaboratory must stay in the Collaboratory or in other library areas designated or approved by staff.
10. Users must inform staff immediately if any equipment is damaged or nonfunctional. Modification, disassembly, or alteration of Collaboratory equipment is prohibited.

## RESTRICTIONS

Patrons must use the Collaboratory and its equipment in accordance with our Public Code of Behavior and other policies. The Northbrook Public Library may deny use of library equipment and tools to individuals who do not take proper care of or recklessly use the equipment and tools. Patrons may be held responsible for intentional misuse or damage to equipment.

1. Equipment may not be used to produce:
  - a. Content or objects prohibited by federal, state, or local law.
  - b. Content or objects in violation of intellectual property rights, e.g., 3D printers may not be used to reproduce material that is subject to copyright, patent, or trademark protection.
  - c. Weapons or look-alike weapons.
  - d. Objects or materials that would be considered obscene.
  - e. Content that intentionally distributes malware or similar malicious software or hardware to library computers, equipment, or networks.

2. The copyright law of the United States (Title 17, U.S. Code) governs all reproductions of copyrighted material. Patrons of the Collaboratory are responsible for any related infringement. By submitting content or objects, the user agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to patented, trademarked, or copyrighted materials.
  
3. Computers and the library network may not be used to illegally upload, download, or copy copyrighted materials including software, music, videos and graphics. This includes the use of online services that facilitate the unlicensed sharing of media files. Duplication of commercial CDs or DVDs is not permitted unless allowed by law.