

# UA Bierce Library Craft Studio

The Craft Studio in Bierce Library is supported by Student Technology Fees, and as such, it is currently only available to University of Akron students. The purpose of the Craft Studio is to provide students access to various materials, such as a sewing machine, thread, poster materials and other resources that support their educational and personal creative goals and endeavors.

## Hours of Operation:

- Open as staffing permits, please refer to Room Booking form for available hours

## **Studio Reservation Policies:**

### Studio Usage Rules:

- To be eligible to reserve the Craft Studio a patron must:
  - Be a current UA students
  - Present a current UA ZipCard
- A limit of 4 students in the room per booking, all students must be mentioned on the reservation form and they must sign a Studio User Agreement upon check-in.

### Time Limits:

- The Craft Studio may be reserved in 30 minute increments up to an hour, for a daily 2 hour limit via our online BOOKING form. Patrons are required to check in at the User Support Desk and present a valid ID and sign the Studio User Agreement.
  - If the patron requires additional time past their originally reserved time and there is time available, the user may receive addition time in 30-minute increments. The time must not exceed the daily 2 hour limit. Patrons must speak to a MakerStudio team member to schedule the additional time.
  - Studio reservations must be completed a minimum of 30 mins before the desired booking and a maximum of one week in advance.

### Check-in Process:

- Check-in at the User Support Desk with a MakerStudio team member
- Present your reservation email and a valid UA ZipCard
- If this is your first time using the Craft Studio you will be asked to sign a Studio User Agreement, all members on the reservation will also have to show ID and sign an agreement.
  - If you have used the Studio before the team member will check the system to verify.
- After check-in a team member will provide access to the Craft Studio, upon entering the area they will show you the resources locations and ask if you need anything else before leaving.

### Check-Out Process:

- Before leaving the Craft Studio, please mark all of the items used on the chart provided. For example if you used a foam poster board, laminator, and thread for the sewing machine. Mark all of the items on the sheet and provide additional information such as color when asked.
- At the end of the reserved time one of the students in the room needs to notify the User Support staff and students of their departure.
- The room and equipment will be checked for damage, missing parts, etc... to see if there is any issues before the next reserved time.

If you are having trouble with the equipment, please contact the staff and students at the User Support Desk, but be aware that they may not be able to fix your problem immediately.

### **General Policies:**

Users are expected to respect the rights of others, the integrity of the Craft Studio resources, and abide by all of the rules and guidelines put forth in this and any related document.

- The library is not responsible for personal items left behind.
- The library is not responsible for damage to a user's personal items
- Be respectful to the next person coming to use the Craft Studio.
- Respond to emergency alarms and other situations as instructed by staff;
- The Library does not accept responsibility if a project is destroyed, does not turn out correctly or does not work.
- The Library does not accept responsibility if a patron's personal item is damaged or destroyed while using the tools.
- Library staff reserves the right to halt, delete, or disallow the creation of items that violate Bierce Library policy.
- Users are expected not to engage in behavior that is potentially unsafe or harmful to self or others.
- Keep noise to a minimum, including conversation and personal music devices.
- Refrain from wearing heavy perfumes or cologne, as others in the vicinity may be allergic
- The use of tobacco products and e-cigarettes is prohibited in the Craft Studio. Smoking in or within 25 feet of the building is illegal and not permitted.
- The use of illegal substances, including alcohol is illegal and not permitted in the Craft Studio.

### **Clean-up:**

- Users are expected to leave the room in excellent condition, dispose of any waste, and remove their personal belongings.
- Should a spill occur, notify the Coordinator of Applied Technology, or another staff member immediately.
- Be respectful to the next person coming to use the Craft Studio.

## **Policy on Food, Drink and Tobacco Products:**

To keep a maintained environment for the protection of the equipment and projects and conducive to work.

- Food is NOT permitted in the Craft Studio
- Only covered beverages are allowed

We reserve the right to ask any user to remove his/her food and/or beverage from the space if it constitutes a violation of this policy. Failure to comply with posted restrictions or staff instructions regarding the consumption of food and beverages constitutes a violation of the Craft Studio Policies & Procedures.

The use of tobacco products and e-cigarettes is prohibited in all areas of Bierce Library.

## **Fines, Fees & Sanctions for Non-Compliance:**

### Damaged Items:

- If any item in the Craft Studio is found to be in a permanently unusable or damaged condition after the patron has finished using the Craft Studio, the patron will be subject to a charge that includes the price of replacing the item.

### Missing or Stolen Equipment:

- If any item in the Craft Studio goes missing or is stolen during the period when a patron is using the Craft Studio, the patron will be subject to a charge that includes the price of replacing the item.

### Sanctions for non-compliance:

- Users found in violation of the Craft Studio policies may be asked to present identification to Bierce Library staff; may be subject to a search of backpacks or bags; may be directed to leave the premises and not return to the Craft Studio facilities for the rest of the semester; if the damage is drastic and causes a delay in services or operations you will be banned from the studio for the duration of your time at The University of Akron, and may be reported to UA police. Disciplinary or legal action may also be taken in accordance with applicable laws and policies.
- Federal and Ohio laws, local regulations and UA policies, including the Student Conduct Code, Workplace Violence and Sexual Harassment policies and other policies in the UA Policy Directory also apply within the UA Craft Studio.

## **NOTICE WARNING CONCERNING COPYRIGHT AND OTHER LEGAL RESTRICTIONS**

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