

## **WEST WARWICK PUBLIC LIBRARY**

### **Innovation Lab Policy**

All patrons utilizing the Innovation lab must abide by the Innovation Lab Policy, and the Library reserves the right to reject any project or usage of the Innovation Lab. Any patron who misuses or willfully damages lab equipment may be asked to leave the premises and/or be barred from West Warwick Public Library. Patrons under the age of 12 may only use the lab when supervised by a guardian or an accompanying adult.

Patrons using the lab must present a valid Ocean State Libraries card at time of use: the library card number must also be supplied when a lab session is being booked. In the case of out-of-state patrons or those not in possession of a library card, library staff will hold the patron's drivers license or student ID for the duration of their lab usage. Staff is not responsible for patron safety or supervision and all patrons utilizing the Innovation Lab must sign a liability waiver.

#### **Open Studio:**

Several pieces of equipment and tools are available for open crafting sessions. In order to utilize open studio hours, patrons must be familiar with the equipment they are using. Staff will neither provide instruction on the equipment nor troubleshoot jobs or files. Large equipment like the Glowforge, 3D printer, and pottery wheel must be reserved for use during open studio hours and time is limited to 3 hours per session. Patrons completing an automated project on a piece of equipment must supervise the equipment for the duration of the print time. Staff is not responsible for the success or failure of a project. Open studio equipment is subject to a first come first served basis and not all projects will be appropriate for open studio hours – the appropriateness of a project will be at the determination of the Library. Private sessions for equipment usage may be bookable outside of open hours at the discretion of the library.

#### **Projects:**

The creation of functional weaponry in whole or part is prohibited. Projects that contain symbols or rhetoric that represent a hate group or qualify as hate speech are prohibited. Projects of a sexually explicit nature are prohibited. The Library is not responsible for the success or failure of any project, and patrons are responsible for the material cost of any applicable project regardless of success or failure.

**Commercial Use:**

The Innovation Lab is intended for personal use only. Patrons utilizing the Innovation Lab for commercial enterprises are in violation of lab policy and may be banned from the Innovation Lab at Library discretion.

**Housekeeping:**

Patrons are responsible for cleaning up their work stations and returning their materials to their appropriate locations. Patrons who create unreasonable mess, misuse equipment, or do not pick up their workstation may be banned from the Innovation Lab at Library discretion. While patrons are required to clean their work stations they should not clean complex equipment as damages may occur.

**Materials:**

The Library does not supply free raw materials for use during open studio. All patron-supplied materials are subject to inspection and approval by staff and must be accompanied by original packaging with appropriate safety and material information when applicable. Some materials are hazardous when used in certain machines such as the Glowforge and 3D printer. All materials used in the 3D printer and fireable clays must be purchased from the library. A selection of pre-vetted materials are available for purchase from the library.

**Storage:**

Items that require long drying or curing times such as clay, soap, and wax may be stored at the library for a limited time. Patrons are responsible for retrieving their items within two weeks, and the Library reserves the right to turn away storage projects. The Library is not responsible for the safety of stored items from damage or theft.

**Ceramics:**

The Library has three types of clay available for patrons to use, including two colors of low-fire clay and an air dry clay. The low fire clay is purchased from the Artist's Exchange in Cranston, and patrons may book firings through the Artist's Exchange for their completed work. The Library is not officially affiliated with the Artist's Exchange and the Artist's Exchange retains all rights regarding the use of their equipment including their kiln.

*Approved by the Board of Trustees, May 8th, 2023*

*Amended by the Board of Trustees, January 12th, 2026*

*Amended by the Board of Trustees, February 9th, 2026*