



# DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

## BOARD OF TRUSTEES

### Personnel, Policy and Public Relations Committee

Thursday

August 2, 2018

4:30 p.m.

Decatur Public Library Board Room

## AGENDA

- I. Call to order – Aaron Largent
- II. Approval of agenda
- III. Minutes
  1. Minutes of July 5, 2018 meeting
- IV. Old Business
  1. Other
- V. New Business
  1. 3D Printer Policy
  2. Gates Lab Policy
  3. Personnel Updates
  4. Other
- VI. **Public comments** – 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. No immediate response will be given by the Library Trustees or Library staff members.
- VII. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian

421-9713 [rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)



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## 3D PRINTER POLICY

### PURPOSE

The Library desires to offer community access to new and emerging technologies such as 3D printers to inspire a new interest in design and help the community to bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's 3D printers.

### POLICY

The Library's 3D printers are available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.

- I. The Library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:
  - a. Prohibited by local, state or federal law.
  - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
  - c. Obscene or otherwise inappropriate for the Library environment.
  - d. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.

The Library reserves the right to refuse any 3D print request.

Cost: 3D printing at the Library is currently free, thanks to a grant from the Library Services and Technology Act, administered in Illinois by the State Librarian. However a fee will be charged to cover the materials used in printing.

Items printed from Library 3D printers that are not picked up within 7 days will become property of the Library. Items must be picked up by the individual who printed them.

Hands-on access to the 3D printer is designated by the library.

**STATEMENT OF POLICY FOR USE OF THE  
BILL & MELINDA GATES FOUNDATION  
COMPUTER LAB**

1. The Decatur Public Library welcomes the use of the Gates Computer Lab by organizations engaged in religious, charitable, scientific, literary, or educational activities.
2. The library's Internet policy applies to all users of the Gates Computer Lab.
3. Requests for use of the Gates Computer Lab must be made at least one week but not more than one year prior to the meeting date. The request should be submitted on the form provided by the Library. The Gates Computer Lab can be booked tentatively by phone, but the completed application must be received within three (3) working days.
4. The Gates Computer Lab is normally available at all hours the library is open, up until 15 minutes before close.
5. The Gates Computer Lab can be booked for up to four hours. Seating capacity in the Lab is twelve plus a trainer.
6. Organizations may use the Gates Computer Lab as many as twelve times per calendar year.
7. The Library is not responsible for personal belongings left in the Lab.
8. Free on-site parking is available. Participants are encouraged to park in the back of the lot so as not to inconvenience library patrons.
9. Any organization not abiding by the regulations and policies governing the use of the Gates Computer Lab and the library's Internet policy may lose their privileges of use in the future.
10. Any software/hardware changes must be approved & executed by library staff.

**Approved by the Decatur Public Library Board of Trustees  
May 18, 2015**

**APPLICATION FOR USE OF THE GATES COMPUTER LAB**

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ (home) \_\_\_\_\_ (business) \_\_\_\_\_ (fax)

Email address \_\_\_\_\_

Date room desired \_\_\_\_\_

Time \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./ p.m. Meeting starts at \_\_\_\_\_ a.m./p.m.

Purpose of meeting \_\_\_\_\_

Expected attendance \_\_\_\_\_

In the event of a library building emergency or a weather related emergency, meetings may be cancelled.

Use of the Gates Computer Lab does not constitute Library endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.

Organizations using the Gates Computer Lab must comply with all applicable state and federal laws, such as hiring an interpreter or providing auxiliary aids required under the Americans with Disabilities Act when requested by the public.

Library staff will not take or deliver messages for attendees.

I have read and understand the policy use statement. I also declare that I/the organization will be responsible to the Decatur Public Library for any damage to Library property incurred during or in connection with this meeting.

\_\_\_\_\_  
date of application

\_\_\_\_\_  
signature

Approved by \_\_\_\_\_

**PLEASE RETURN THIS FORM TO LIBRARY ADMINISTRATION  
FAX (217) 233-4071**