

GUIDELINES FOR USE OF THE HIVE

The Hive is an educational facility available to the public via regularly scheduled programming and by reservation of its equipment and spaces.

GENERAL

1. You must receive training and badging certification on some equipment (e.g. laser cutters, 3D printers, and vinyl cutters) and spaces (i.e. XR Lab, Multimedia Studio, and Podcasting Studio) in The Hive before you are able to reserve them and use them independently.
2. You are invited to become badged by taking part in training on specific pieces of equipment or spaces. Receiving a badge indicates you can competently and safely operate a piece of equipment or space with minimal supervision.
3. Badged makers 12 years of age and older may reserve equipment and spaces. Those younger than 12 years of age must be supervised by a maker who is badged or becoming badged and 18 or older.
4. You are responsible for using all equipment and spaces in a safe and proper manner.
5. You may reserve equipment and spaces during open studio time. Reservations can be made up to two weeks in advance. Some equipment will remain unbookable during open studio time for walk-in use.
6. You are invited to request assistance or modifications to make your visit to The Hive successful. Staff is empowered and expected to make immediate reasonable accommodations for makers if a way to fulfill the request is apparent to them.

DIGITAL FABRICATION LAB

7. You are required to follow posted signage and staff directives regarding use of equipment and tools. Staff supervision is required for use of some equipment.
8. 3D print jobs over 3 hours in length must be run overnight. You can reserve an overnight print job online or in-person.
9. The library can provide consumable materials for your use on a limited basis. You agree to conserve consumable supplies and materials.
10. You may bring in you own materials for personal use with staff approval.
11. You will be provided access to personal safety supplies as appropriate.

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12. Your clothing and personal items should be tucked as not to interfere with equipment or tools. You are required to wear closed-toe shoes.

RECORDING STUDIOS (MULTIMEDIA STUDIO & PODCASTING STUDIO)

- 13. Makers 12 years of age or older may reserve the studio for a 3-hour session once a month and additional sessions as they are available. Those younger than 12 years of age must be accompanied by the person responsible for reserving the session.
- 14. As a Badged Studio User, you are empowered to engineer your own sessions. Library staff and volunteers will be on hand to assist with a recording session as time allows.
- 15. You may bring in your own equipment (e.g. pop shields, microphones, preamps, instruments, cameras, etc.) into studio spaces with staff approval.
- 16. During your session, you are responsible for all the gear in the studio and the behavior of your guests and other artists in your session.

Prepping for Your Session

- 17. In order to maximize your studio time, you are recommended to arrive on time to get equipment and space set up for your session.
- 18. We ask that you provide 24 hours notice if you are not able to make your scheduled session so that others may use the space. If you are more than 15 minutes late without notice, you forfeit your session time.
- 19. In the Multimedia Studio, to keep sessions productive, we allow two guests in addition to performers.
- 20. You are encouraged to bring a Mac compatible external hard drive with you to each session. All media must be saved to your drive or to the cloud as the Library's host computers' data is erased daily.
- 21. You should ensure you use time at the end of their session for clean-up and removal of any personal equipment.
- 22. Makers who cancel two appointments without 24-hour notice may be put on a probationary period for one month before being able to schedule another studio appointment.

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EXTENDED REALITY (XR) LAB

23. Before reserving the Lab, you are required to participate in XR Lab training orientation to learn specifics of the space and equipment and become a badged XR Maker.
24. Certain immersive virtual reality experiences require the supervision of a Badged XR User or staff. Some equipment in the XR Lab is not recommended for use by makers under the age of 13 years, per manufacturer-issued recommendations.
25. It is enjoyable to share an extended reality experience with others! For safety, the lab is limited to use by no more than three patrons at once.
26. If you experiences nausea or discomfort while using XR equipment, you should remove the equipment and sit down.
27. If you have pre-existing medical conditions (e.g. heart ailment, anxiety disorders, or PTSD), you should consult with your doctor before using XR equipment.

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