National Chung Hsing University Library

Digital Maker Studio Management Guidelines

2020.10.14 Passed by the 9th Administrative Meeting

2021.2.25 Revisions (Articles 3, 5, and 7) passed by the 1st Administrative Meeting

2021.8.27 Revisions (Articles 2 and 7) passed by the 5th Administrative Meeting

1. The National Chung Hsing University (hereinafter referred to as NCHU or “the University”) Library (hereinafter referred to as “the Library”) has established the Digital Maker Studio (hereinafter referred to as “the Studio”) and formulated the *Digital Maker Studio Management Guidelines* (hereinafter referred to as “the Guidelines”) to provide a smart space for interdisciplinary and hands-on learning, so as to cultivate a creative teaching environment, boost teaching effectiveness, and increase students’ motivation to learn.
2. The Studio is located on the eastern end of the Library’s 5th floor and is equipped with a 3D scanner, 3D printers (including a LCD 3D printer), a heat press machine, and a laser engraver/cutter
3. Hours
	* 1. Tuesday to Thursday from 13:00 to 16:00; closed on weekends and national holidays
		2. Opening hours during winter and summer breaks shall be announced separately.
		3. Under special circumstances, the Library may make changes to the hours of operation after an advance announcement is made in advance.
4. Scope of service: The Studio may only be used by members of the University’s faculty, staff, and student body.
5. Reservations
	* 1. Reservations shall be made with the NCHU Space and Equipment Reservation System. Users must present their card on the reserved date to check in before use and check out after use.
		2. Users who use another person’s identification or who give their identification to another person to use shall be subject to the Library’s *Regulations Governing the Handling of Patron Violations*.
		3. NCHU units that wish to reserve the Studio’s equipment for courses or events must fill out an application at least 14 days in advance. The booking shall be considered complete upon receipt of a confirmation letter, and the library must be notified of a cancellation at least three business days prior to the event.
		4. In principle, the Studio may only be booked three times per semester for each course offered by NCHU.
		5. NCHU units may print up to 20 items as souvenirs for an event; an application must be submitted at least 14 days in advance and approved for the printing to take place.
6. Usage rules
	* 1. All equipment operators must abide by the usage rules and guidelines and must receive certification training or be shown a demonstration by the Studio’s personnel before they can operate the equipment on their own.
		2. To ensure safety and the normal operation of the equipment, food and drink are prohibited in the studio. Unauthorized modification, disassembly, or removal of any of the equipment or its wiring or power supply is also prohibited.
		3. Users and visitors shall comply with the *Copyright Act* and the Library’s rules on user privacy and photography in the Library when taking photos inside the Studio.
		4. Products printed in the Studio may not be sold or offered for commercial use. If such use is discovered, the violator shall be barred from booking the Studio for one year.
		5. Users shall comply with the Library’s rules on equipment usage and public health and safety.
7. Users of the machines and equipment in the Studio shall supply their own consumables for the heat press machine and laser engraver/cutter; the Library shall supply the consumables for the 3D printers, the cost of which shall be calculated based on the current cost of the materials and subsequently announced.
	* 1. Users of the 3D printers shall check the consumables before use. The Library is not liable for any broken parts produced due to insufficient or defective consumables and users shall still be charged for using the consumables, their condition notwithstanding.
		2. Course instructors or course-offering units that book the Studio shall be charged for the supply of consumables used in their courses.
8. Liability and compensation for damage
	* 1. Users shall check the state of the equipment before use and immediately notify staff of any malfunctions, damage, and/or anomalies found before or during use.
		2. Liability for damaged equipment:
			1. Users who fail to follow the usage guidelines and accidentally damage any of the equipment due to improper handling shall be liable for damage compensation and shall be barred from booking the Studio for half a year.
			2. Users who maliciously damage any of the equipment shall compensate the cost of repairs in full and shall be barred from using the Studio for a period of one year. Repeat offenders shall be barred from using the Studio for life.
		3. The Library is not responsible for the products’ safekeeping or for ensuring the completion of products.
		4. The Library is not liable for failed manufacturing or processing, the responsibility of which shall be borne solely by the users.
		5. Users shall bear sole liability for any injury or violation of others' intellectual property rights arising from the improper handling of the Studio’s equipment.
		6. Users shall be liable for any damage to public properties as well as damage incurred on the Studio’s equipment due to the unauthorized use of said equipment.
		7. Users who give their identification to another person to use shall be held liable for damage to the Studio’s equipment incurred by the person using the equipment.
9. Matters not addressed herein shall be subject to the applicable regulations of the Library.
10. These Guidelines shall be promulgated and implemented upon passage by the Library’s Administrative Meeting and approval by the President. The same shall apply to future amendments.