Digital Maker Studio Rentals

Created by: [The Information Department](http://www.lib.nchu.edu.tw/index.php/2015-07-13-08-16-36/space-rental/digital-maker-studio-2)

Guidelines for Equipment Rental and Usage in the Digital Maker Studio

I. Eligibility: Limited to NCHU faculty, staff, and students

II. List of Equipment

|  |  |  |  |
| --- | --- | --- | --- |
| **Floor** | **Equipment** | **Auxiliary Equipment** | **Remarks** |
| 5th | 3D Scanner | One computer | [Certification course](http://cal.lib.nchu.edu.tw) required |
| 5th | SLA 3D Printer | Secondary UV curing machines | [Certification course](http://cal.lib.nchu.edu.tw) required |
| 5th | FDM 3D Printer |  | [Certification course](http://cal.lib.nchu.edu.tw) required |
| 5th | Sublimation Machine/Heat Press | A die cutter, a computer, a sublimation machine, and a heat press | [Certification course](http://cal.lib.nchu.edu.tw) required |

III. Rentals can be booked through the [Space and Equipment Reservation System](https://space.lib.nchu.edu.tw).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No. of Users** | **Min. Duration** | **Max. Duration** | **Max. days in advance** | **Min. days in advance** | **Check-In Deadline** | **Holding Period** | **Remarks** |
| 1 | 30 minutes | 3 hours | 14 days | 3 PM the day before | 15 minutes before (ID for access) | 15 minutes |  |

IV. A confirmation email will be sent if booking is successful. Please modify or register the email address on the Library’s personal settings page to ensure smooth delivery.

V. Reservation rights and matters of attention on check-in:

1. Rentals will only be available with completion of the certification course.

2. Equipment can be reserved up to 14 days in advance with only one booking per ID in each time slot.

3. Student ID must be used to activate access throughout the designated period. Failure to check in within 15 minutes after the start time will result in automatic release of the hold.

4. Cancellations must be made at least 30 minutes before scheduled usage.

5. Failure to check in up to 3 times within 30 days will result in a 30-day suspension of reservation rights.

6. 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*.

VI. Guidelines for Usage:

1. Please refer to usage regulations and guidelines with demo by studio staff or completion of the certification course before start of operations.

2. To ensure proper functioning and safety, food and drinks within the work area as well as unauthorized modification, disassembly, or removal of equipment, cables, and power sources are strictly prohibited.

3. All photos taken shall comply with copyright, reader privacy, and photography policies.

4. All finished products may not be sold or used for commercial purposes, detection of which will result in a one-year suspension of rental rights.

5. Users shall comply with regulations on equipment usage, public safety, and environmental hygiene.

6. NCHU units renting the studio or equipment for classes or events must apply at least 14 days in advance with confirmation provided upon receipt of the email response. Cancellations must be made at least 3 working days in advance.

7. In principle, the Studio may only be booked 3 times per semester for each course offered by NCHU.

8. Up to 20 items per event may be printed by NCHU units as souvenirs, applications for which must be made at least 14 days in advance with permission upon approval.

VII. All machinery and equipment usage are free of charge. While materials for sublimation and heat press must be provided by users, 3D consumables will be charged as announced separately based on current rates.

1. Users of the FDM 3D printer are responsible for ensuring the availability of consumables prior to usage and any product damage due to insufficient or broken consumables, which shall be subject to charges.

2. Instructors shall pay for consumables in rentals for teaching or departmental purposes.

VIII. Liability and compensation:

1. Users shall verify that the equipment is in good condition in advance. Any malfunction or damage before or during usage shall be immediately reported to studio staff.

2. Damages:

A. Users shall be held liable for any damages due to improper operation contrary to guidelines with rental rights suspended for 6 months.

B. Users will be required to pay the full cost of repairs for any intentional damage and prohibited from usage for one year. Subsequent instances will result in a permanent ban.

3. Damages: The Library is not liable for the safekeeping or completion of any creation.

4. Users are responsible for any failures at creating or processing. The Library shall not be held accountable for compensation.

5. Users are solely liable for any personal injuries or infringement of IP rights from improper usage.

6. Users shall bear full liability for any damages through misuse or unauthorized use.

7. Those who lend their ID to other users will be held jointly responsible for any damages.