

iLab Use Guidelines, Procedures and Rules

Use of the iLab is subject to the Library's Code of Conduct & Technology Use Policy

Open iLab Rules

1. When creating digital content with the Library's equipment, please remember to bring your own storage devices (flash drive) or store your work via an online cloud service. The library's computers do not store individual work or projects. The Hudson Area Joint Library is not responsible for lost data.
2. When the space is open, there is a first come, first serve policy when it comes to utilizing tools and equipment. Your time may be limited to 2 hours, during busy periods.
3. Equipment is not to be altered.
4. The iLab may be closed for public use during Library-sponsored programs and events.
5. No food is allowed in the iLab. Drinks with secured lids are allowed.
6. Library equipment cannot be removed from the iLab without permission.
7. Library equipment should be used in a manner consistent with the proper use of each device. Equipment should not be mishandled or used in a way that can cause damage. Staff reserve the right to end the use of equipment if deemed necessary.

Sewing Machine Use

1. Please contact the library to schedule use of the sewing machine.
2. Use of the sewing machine is for personal use only.
3. The sewing machine is for in-library use only and will be checked out on the user's card. The library has small meeting rooms available for reservation and use of the sewing machine.
4. The sewing machine may be reserved for up to 4 hours per day.
5. The Library does not provide materials for use with the sewing machine. Please plan to bring your own bobbin, threads, tools, and materials.
6. You may reserve the sewing machine for up to 3 days per week, if available.

iPad Use

1. iPads are located in the iLab for public use. Please note: The iLabs located in the Teen Area have been purchased with a grant from the Hudson Hospital Foundation with the intent of promoting health literacy for young adults; therefore, these iPads are for by young adults (grades 5 - 12), adults may be asked to stop using these iPads if needed.
2. You may not add additional apps, nor alter the iPads in anyway. Suggestions for additional apps are welcome.
3. The iPads may be unavailable for use when the iLab is being used for library-sponsored programming.
4. Please notify the circulation desk staff immediately of any problems, damage, or other issues.
5. iPad use is subject to the Library's Code of Conduct and Technology Use Policy.

Cricut Use

1. The cricut is available for use upon request by any Hudson Area Public Library cardholder. Please contact the circulation desk to checkout the Cricut for in-library use only. You may reserve a small meeting room for use, if more space is needed, or use in the iLab.
2. Users must have a signed iLab use waiver on file to checkout the Cricut.
3. The Library does not provide supplies for personal use. Please plan to bring your own project materials.

Photography Kit

The photography kit is available for in-library use; however, special requests will be considered by the Library Director.

1. The kit contains a green screen, lightboxes, and other tools for a photoshoot.
2. You may use your own camera or borrow one at the circulation desk. The camera must be checked out on your library card, as well as the photography kit, and is for in-library use only. Equipment not returned will be billed for replacement cost.
3. Use of the photography equipment is subject to the Library's Code of Conduct and Technology Use Policy.
4. Before returning the Library's camera, please be sure to save your photographs to a flash drive or other device. All photos will be deleted upon return of equipment. The Library is not responsible for any loss of photos.

Podcast Recording Equipment

The Hudson Area Public Library has a Snowball microphone and an iPad loaded with apps for creating your very own podcast or other video recordings. This equipment is for in-library use only and can be checked out for two hours. The equipment is available for checkout at the circulation desk, on a first come, first served basis. You can reserve a small conference room at the upstairs information desk.

1. Use of the Snowball mic and the iPad are subject to the Library's Code of Conduct and Technology Use Policy.
2. The mic and iPad must be checked out on your library card and returned for check-in. Equipment not returned for check-in will be billed for the replacement cost.
3. Before returning equipment, be sure to save your work. The Library is not responsible for any loss of data.

Watcom Drawing Tablet

The Watcom Drawing Tablet is available for in-library use only. The tablet must be checked out on your library card. The tablet may be used with your personal laptop or in the iLab with one of the iMacs or PCs.

1. Use is subject to the Library's Code of Conduct and Technology Use Policy.
2. Equipment must be checked out on your library card and returned for check-in. Equipment not returned is subject to charges for replacement of the equipment.
3. The Library is not responsible for any loss of work created; it is the user's responsibility to save all work.

Digital Converter

The iLab features a Digital Converter for transferring your personal VHS movies to DVD. The converter is available on a first come, first served basis. This is do-it-yourself equipment and available for you to use. Staff is not available for more than very basic assistance, as available.

1. Use is subject to the Library's Code of Conduct and Technology Use Policy, as well as all local, state, and federal laws, including copyright laws.
2. Equipment must be used in the iLab and cannot be removed from the iLab.
3. The Library is not responsible for any loss of data or damage caused by the use of this equipment.

If you would like to share your time and talents by offering a technology class, please contact the Library at 715-386-3101. Volunteers are always welcome!