

Cambridge Public Library

The Hive Policy

Purpose

A doorway to opportunity and learning, the Cambridge Public Library devotes significant resources including physical space, professional expertise, and networking and learning opportunities to engage patrons of all ages in acquiring and expanding STEM literacy skills.

The Hive is a large, open space for collaboration and learning, multimedia work, tinkering and training. The Hive includes a makerspace, two recording studios and an extended reality studio. It is free to use with your library card!

Good public service requires that The Hive environment be conducive to STEAM learning and exploration. This necessitates the willingness of all patrons of The Hive to be considerate of the rights of others to work safely and undisturbed. To ensure that such an environment exists, the Library has established policies and guidelines for the use of The Hive facilities.

Statement of Policy

1. All patrons are required to comply with staff directives (whether documented policy or not) and posted guidelines for the use of tools, equipment and space. Failure to promptly comply with staff directives may result in the suspension of library privileges.
2. Patrons must adhere to [Cambridge Public Library policies](#).
3. Patrons are responsible for checking in at the service desk upon entering The Hive.
4. Patrons are encouraged to take part in regular program offerings to learn how to utilize spaces and equipment. Staff or volunteers will assist in explaining the operation of tools and equipment outside of these programs as time allows.
5. Patrons are required to complete required safety training before utilizing tools and equipment in The Hive.
6. Patrons are responsible for handling tools and equipment in a safe and proper manner.
7. Food and/or beverages are not permitted in The Hive, except at designated times or in designated rooms.
8. Patrons are responsible for attire that allows for safe use of all equipment in The Hive.
9. Patrons are required to clean their workspaces and return tools and equipment in a clean condition to their original location before leaving The Hive.
10. Accidents, unsafe situations and unsafe behaviors should be reported to a staff member.
11. Patrons may be asked to pay for damages they cause to The Hive/Library equipment or property.
12. For confidentiality, patrons must bring their own storage media for saving their work. All files saved to the library's computers are regularly erased. Limited personal storage media may be available to patrons.

Using The Hive at the Cambridge Public Library

1. In order to participate in The Hive, all patrons must sign The Hive Use Agreement (“Use Agreement”) and The Hive Release of Claims, Indemnity and Hold Harmless Agreement (“Release”). Patrons under the age of 18 must also sign both agreements and have a parent, guardian or other person with appropriate legal authority sign both agreements.
2. First-time patrons must present a valid Minuteman Library Network (MLN) Card or temporary e-library card.
3. Patrons under the age of 12 must be accompanied by a parent, guardian or other adult 18 or older, who must also sign additional copies of the Use Agreement and Release, designating their own status as a participant.
4. Upon entering The Hive, all patrons must present their badging identification at the service desk.
5. Individuals or groups on staff-led tours of the space are exempt from signing the agreements.
6. Patrons understand that the creative process is imperfect and agree that the Library is not responsible for manufacturing defects, quality of workmanship of any tools, materials or equipment supplied by The Hive, or for the quality or condition of a patron’s project.
7. Patrons recognize that the Library does not accept responsibility if a project created in The Hive is destroyed or does not appear and function as expected.
8. Due to the unpredictable nature of human response to immersive virtual reality, patrons must sign the Virtual Reality Equipment Release of Liability form before using such equipment in the extended reality studio. Patrons under the age of 18 years are required to have a parent/guardian signature on the form as well.
9. The Library is not responsible for personal items or equipment brought into The Hive.
10. Production of illegal media and objects in The Hive is prohibited.
11. The Library supports intellectual freedom of its patrons. Use of The Hive to create content does not constitute an endorsement of an individual’s or organization’s beliefs by the Library, its staff, its Board of Trustees or the City of Cambridge.
12. At its discretion, staff reserves the right to disallow the use of any equipment or space and to halt, delete, or disallow the creation of media or objects that violate any library policy.

Violation of The Hive Policy, The Hive Guidelines, or any other Cambridge Public Library policy may result in patron suspension or termination of privileges.

See Also

[Cambridge Public Library Policies](#)

The Hive Guidelines

The Hive Use Agreement

The Hive Release of Claims, Indemnity, and Hold Harmless Agreement

Virtual Reality Release of Liability