

Proposal for the Creation of a Hive13 Library

1 Overview

This document is to be presented to the board members and leadership of Hive13 for consideration. It outlines the creation of a Hive13 Library and a new appointed warden position, the Library Warden.

The library is to serve the purpose of consolidation of the various collection of media, literature, and Hive related documents for archival (photos, copies of publically available documents, and other physical media). Consolidation of these medias for the purpose of easier access for members is the main priority.

The Library Warden will be the appointed member who oversees the maintenance of the library and facilitates the check out and check in process of media in the library.

2 Library

2.1 Introduction

The purpose of the library is to consolidate the mass of media: books, magazines, software disks, and other physical documents that has accumulated across the Hive. In the library, it is also proposed that a historical record of some sort is kept, curated by the Library Warden, that documents major Hive13 events and community outreach projects. It has become a point of interest among members to more easily find books around the Hive—and the library outlined in this proposal is the solution to this interest. Upon the acceptance of this proposal, wardens of currently established sections of the Hive will be asked for permission to round up the literature stored across the Hive for relocation into the central library. Outlined in this section are the Location of the library in

the Hive, expected Costs, and procedure for Donations.

2.2 Location

Upon the approval of the board, a physical location for the Hive13 library will be scouted. Potential locations include the currently unused shelf in-between electronics and the sewing/craft areas, the space next to the new location for the ham radio table, or a location within in the dungeon. A location anywhere in the main portion of the Hive would be work well, for ease of use and awareness of the availability of materials able to be checked out.

2.3 Costs

Ideally, the creation and upkeep of the library will generate no costs for Hive13. Materials to construct organizational labels and other signage are available at the Hive—along with spare electronics and materials for tagging literature if an electronic checkout system is to be created (see Creation of a Checkout System). If major costs that are unable to be mitigated with the monthly warden budget are to occur down the line, they shall be put to vote as is tradition with all the rules and regulations that the Hive has already set in place for member votes.

2.4 Donations

While the Hive does currently have a small collection of media spread across several sections, it is imperative that library is to be set up in a way that member donations would be easily acceptable for continued growth of literature and historical records. See the Operations and Responsibilities section of the Library Warden for more about their role in the collection and organization of donated books. Large book/media donations may be considered for tax write-off status at the discretion of the CFO and other financial bodies of the Hive.

3 Library Warden

3.1 Introduction

The Library Warden, upon the acceptance of this proposal, will become a newly appointed position in Hive leadership. Outlined in this section are the Operations and Responsibilities of the Library Warden and instructions/considerations for the first Library Warden in the Creation of a Checkout System for the library.

3.2 Operations and Responsibilities

In addition to the expectations set in the Hive13 bylaws for wardens, the Library Warden does have specific responsibilities to uphold as part of their elected position serving the Hive community. Facilitating the creation and daily operation (see Creation of a Checkout System) is vital to the operation of the Hive library, and should be the number one priority of the Library Warden.

Facilitation of organizing and recording previously owned materials and incoming donations is another part of the Library Warden's responsibility. Making sure that media that is donated is entered into the checkout system is a vital part of maintaining the functionality of the library. The Library Warden will have the power to turn down media donations for the following reasons: media is too damaged, outdated, or old to be stored, media is of general low quality, or media would otherwise exceed the storage capabilities of the Hive13 Library.

Another important responsibility that the Library Warden is to be tasked with is serving the other half of what a real librarian would do—that being the role of a historian. The Library Warden, as part of the media that it collects, should start to piece together and update the history record-keeping of the Hive, documenting media and member accounts from significant community events (founding of the Hive, moving buildings, Maker Fair travels, parades, etc). A consideration for one part of the historical preservation is that of a picture album, submitted to by members of the Hive and curated by the Library Warden.

General upkeep, library logging, and the processing of donations should be carried out on a regular basis. The scheduled monthly warden times for the Library Warden should be sufficient for these tasks.

3.3 Creation of a Checkout System

Upon the appointment of the first Library Warden, they will be tasked with the creation of a check-in and check-out system for materials that are stored as part of the library's infrastructure. There are many considerations for this system: will it be a simple pen-and-paper system, or digital? If digital, would it be possible to set up hardware to facilitate this solution and/or interface with the Hive's intweb solution? Should there be checkout periods similar to that of a public library? All important things to consider and propose to other leadership before the implementation of something solid.

4 Author's Recommendations

The final section of this proposal are recommendations from the author of the proposal in order to facilitate a timely and organized creation of the Hive13 library.

It is the recommendation of the author that the following checkout system be created: a check-in check-out station powered by a Raspberry Pi or similar microcomputing platform be placed at the location of the library that allows books to be digitally scanned (through NFC technology, barcode technology, QR code indexing, etc) and borrowed by members of the Hive. The computing solution chosen should be able to eventually interface with the Hive intweb platform to create a system not unlike the vending machine infrastructure—members would be able to identify themselves by scanning their key fob, then scanning the tagged media that they'd like to add to their account for checkout.

The creation of a digital checkout system would also allow the future development of software based media being included in the offerings at the Library.

More research should be done into this topic once the library has been established and has infrastructure that is able to support that kind of thing.

If a due date on loaned materials were to be implemented, a system in which intweb notifies a member about their upcoming due date should be constructed. It is also the author's recommendation that if a due date system is implemented, a fee shall never be associated with lateness in returns to any degree—as it is the purpose of the library to educate and be free for all much like the core tenants of the Hive, being group education and use of tools and materials.

It is also important to note that it is recommended that the checkout system should only have to be used when borrowing media from the library for extended periods of time or for the use outside of the Hive (take-home). Ideally, this decision makes the library retain the ease of use functionality from current Hive section specific book collections in the cases where a member might just need to, for example, read a pattern or measurement from a book quickly and return it at the end of their time working on the project for the night.

4.1 Conclusion

Thank you for reading the proposal for the creation of the Hive13 Library and the Library Warden position. If any questions or clarifications may arise from anything presented, feel free to send me a direct message on Slack (@Jack Margeson) or reach me via e-mail at margeson.jack@gmail.com.