

HUBBARD PUBLIC LIBRARY MAKERSPACE USER AGREEMENT

The Hubbard Public Library offers the MakerSpace as a way to provide Library patrons access to high quality, professional grade computer hardware, computer, and equipment to support their educational, entrepreneurial and personal endeavors.

ELIGIBILITY FOR USE OF THE MAKERSPACE

The MakerSpace is available to library patrons ages 13 and up. An adult must accompany users under age 13 at all times. Children under the age of 13 may be permitted without an adult in a library staffed classroom environment. Users 13-17 must have a parent or legal guardian sign the agreement on their behalf. Users must have a library card in good standing to use the Makerspace.

Users must complete an introductory session and sign the MakerSpace User Agreement before using the Makerspace. Upon completion of the MakerSpace User Agreement form, a note will be added to the patron's library card account that the agreement and introductory session has been completed and the individual is permitted to use the Makerspace.

A library card and a valid, government issued photo ID are required. Your photo ID will be held during the use of the Makerspace. Your photo Id will be returned once all materials and use fees have been paid and all materials, equipment and tools are returned to proper place.

RULES OF USE

Use of the MakerSpace is subject to rules in this user agreement, the Hubbard Public Library Code of Conduct and the Hubbard Public Library Internet and Computer Use Policy, as well as any other applicable Library policies and procedures. Failure to abide by all applicable policies and procedures will result in suspension or loss of MakerSpace use privileges.

Users of the Library's MakerSpace agree to respect any and all applicable copyright laws and licensing agreements. Further users agree not to use the MakerSpace in violation of any local, state or federal ordinances, regulations, or laws.

Users agree to be courteous to other MakerSpace users, staff, and Library patrons.

Some of the equipment located in the MakerSpace may contains aspects, parts, or components that will cause injury to the user if all rules, policies, procedures and restrictions are not followed. Users agree to release and hold the Library harmless from any claims for personal injury, property damage, or any other loss in connection with the use of the Makerspace, including the equipment, tools, and materials.

The computers located in the MakerSpace are intended for patrons utilizing the specialized software programs or equipment located in the Makerspace. The Library reserves the right to reassign patrons to other computers in the Library if they are not utilizing the MakerSpace computers for their intended purpose.

Library staff will not be available to assist patrons using the Makerspace. One- on- one appointments can be made with the staff to allow dedicated assistance at a time mutually convenient for the instructor and the student.

No food or drinks of any kind are permitted in the Makerspace.

MAKERSPACE MATERIALS AND TOOLS

There may be a charge for use of some MakerSpace equipment. Likewise, there may be a charge for use of some material and supplies used by some MakerSpace equipment. Any applicable costs are posted online and in the Makerspace. Users are responsible for paying all use and material costs associated with use of the Makerspace. Failure to self-report material usage and pay for use of equipment and/or material will result in suspension of MakerSpace use and privileges.

Certain equipment and tools for use in the MakerSpace must be checked out before use. A valid Hubbard Public Library card and a valid government issued photo ID are required to reserve these items. The patron's photo ID will be held during the use of selected equipment and tools until the items are returned in similar condition to the Library staff.

Users agree to accept financial responsibility for any misuse or damage to MakerSpace computers and equipment.

CHECKING IN, RESERVATIONS AND SESSION LENGTH

Patrons are required to complete an introductory session and MakerSpaceUser Agreement prior to scheduling MakerSpace use. Sessions will be noted on the online calendar and registration links will be available. The Library reserves the right to make advanced reservations for special purposes and events. The Library does not guarantee the availability of any equipment in the Makerspace. Reservations will be made online based on room availability on the MakerSpace Calendar.

Use of MakerSpace computers is limited to two hours per day. Use of any other MakerSpace equipment is limited to two hours per piece of equipment. Equipment may be utilized concurrently (e.g. camera and green screen) or consecutively (e.g. laser engraver then vinyl cutter). Users may request additional time by speaking with a Library staff member. The Library reserves the right to extend or reduce session length at its sole discretion.

The MakerSpace closes 30 minutes before the library closes. All work must be completed no later than 30 minutes before the library closes. Projects, print jobs, etc. cannot be left running or suspended while the Library is closed. The Library assumes no responsibility for projects that are unable to be completed within this time frame. Patrons are responsible for all se and materials costs associated with all products, regardless of completion, satisfaction, or error. All materials used must be paid for. No sampling is permitted.

Name: _____ Date: _____

Adress: _____

Phone: _____ Library Card Number: _____

Photo ID (Type and Number): _____

I, _____(name), have read the MakerSpace User Agreement and agree to follow all rules, policies, procedures and restrictions relating to the use of the Makerspace. I understand that these rules, policies, procedures and restrictions may change at any time without notice and that I will make myself aware of all changes or modifications of said rules, policies, procedures and restrictions.

I agree that by signing this agreement and/or utilizing the MakerSpace, I shall defend indemnify and hold harmless the Hubbard Public Library, its officers, officials, employees, and volunteers from and against any and all claims, suits including attorney fees, actions or liabilities for injury or death of any person, or for loss or damage or property, which arises out of my use of the MakerSpace.

I also understand and agree that I am financially responsible for any and all damage done to the MakerSpace equipment resulting in my misuse or failure to follow all rules, policies, procedures and restrictions. I understand that I am responsible for and agree to pay the repair and replacement cost of the equipment resulting from such actions.

I understand that I am fully responsible for any and all borrowed equipment and tools and for the safe and timely return of all equipment and tools to the MakerSpace. If the equipment or tools are damages,, lost or stolen or accessories are missing, or if late fees are incurred, I understand that I am responsible for and agree to pay the replacement costs of the device, all accessories plus all applicable fines, fees and charges.

I agree to pay for any and all use and material fees involved in the use of the Makerspace.

Signature: _____ Date: _____

Parent/Guardian Information (applicable only for minors)

Parent or Legal Guardian Full Name: _____

Parent/Legal Guardian Library Card Number: _____

Parent/Guardian Photo Id (type and number): _____

Parent/Guardian Signature: _____ Date: _____

Name of Minor: _____

Staff use only:

Introductory session completed: _____ Agreement completed: _____

Staff approval: _____