

# Irondequoit Public Library Maker's Lab User Agreement

## Patron Requirements

- Makers must be at least 18 years of age to use the Maker's Lab outside of library programs. Government-issued photo ID and an MCLS library card in good standing (not expired and fines under \$20) are required for each Maker's Lab reservation.
- Makers must have read and watched the relevant training materials provided to them by library staff and/or have participated in training with a member of the Maker's Lab staff for each piece of equipment they wish to use. When using a piece of equipment after training, the Maker is certifying that they are capable of using that item in a safe and proper manner. Library staff are not able to provide assistance in the Maker's Lab outside of scheduled training. Training materials and user manuals are available in the Maker's Lab for reference.
- The person who has made the reservation will be considered the responsible party in case of any damage to the Maker's Lab. The equipment may only be used by patrons who have completed the relevant training.

## Use of the Maker's Lab

### The Maker:

- Must report any accident/incident that occurs on Maker's Lab premises to a staff member.
- Agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, they will immediately discontinue use of the tool and notify the staff.
- Agrees to take precautions to avoid causing unnecessary mess or damage in the Maker's Lab. The Maker agrees to clean up their workspace in the Maker's Lab following use. The Maker agrees to inform the Staff member in the case that they are unable to return a work surface, tool or equipment to its original state.
- Agrees not to install software on the Maker's Lab computers, or alter, delete, or copy any software already loaded on the computer.
- Will adhere to the Library Policy on Patron Behavior and Internet Policy and Guidelines at the Irondequoit Public Library (available in the white binder to the right of the photograph scanner and computer).
- Will abide by copyright laws. The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is responsible for any infringement.
- Will follow all manufacturer guidelines for equipment use.
- Understands that any files left on the Maker's Lab computer will be deleted once your reservation ends.
- Agrees to follow food and drink policy. Food in the Maker's Lab is not permitted. Beverages with secure lids are permitted.
- Acknowledges that items used in the Lab or borrowed are to be returned in the same condition as they were issued, barring normal wear and tear. The Maker agrees to pay for the loss of or damage to any items and further agrees to accept the Library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total.
- Will use **only** the equipment that has been checked out to their account.
- Must remain in the Lab at all times during the reservation (barring short breaks). The door must remain locked at all times, and the Maker must speak to a reference staff member to be let back in the room.
- Acknowledges that the production of dangerous items and weapons in the Maker's Lab is prohibited.
- Understands that this space has equipment that may pose a potential danger to untrained or underage individuals.

### **The Library:**

- Is not liable for any loss, damage, or expense sustained to the user's property in the use of Maker's Lab equipment.
- Is not responsible for equipment or files (digital or print) left behind.
- Reserves the right to modify these conditions at any time.
- Also reserves the right, at its discretion, to end a Maker's Lab session at any time if it disrupts the good order of the library.
- Will provide the Maker with access to safety supplies in the Lab, including fire extinguishers.
- Is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment.
- Is only able to provide consumable materials on a limited basis and may charge for the use of certain materials, including filament for the 3D printer. The Maker agrees to avoid wasting consumable supplies and materials and to pay any applicable fees for materials used in any project.
- Acknowledges that the production of dangerous items and weapons in the Maker's Lab is prohibited.

### **Reserving the Maker's Lab**

- Equipment in the Maker's Lab is available by appointment only. Drop in use is not permitted.
- To reserve time in the Maker's Lab after your training, please fill out the form at [irondequoitlibrary.org/makerslab/contactform](http://irondequoitlibrary.org/makerslab/contactform). The lab can be reserved up to 2 times per week, for up to 4 hours each session.
- All reservations must end 60 minutes before library closing time.
- Please contact us if you need to cancel and provide as much notice as possible so we can re-book the reservation time. Your reservation may be canceled if you are not present after a period of 10 minutes from the reservation start time. Habitual no-shows may result in loss of privileges to use the Lab.