

1839 Maker's Lab User Agreement

By signing below, I hereby acknowledge acceptance of and compliance with the following provisions:

- I certify that I have read and watched the relevant training materials on the library website and/or have participated in training with a member of the Maker's Lab staff for the equipment I am using today, and that I am capable of using that item in a safe and proper manner.
- I acknowledge that library staff are not able to provide assistance in the Maker's Lab outside of scheduled training and that training materials are available to me on the computers in the Maker's Lab during my reservation.
- I am responsible for any damage (beyond normal wear and tear) to the Maker's Lab or Maker's Lab equipment that occurs during my reservation.

I further agree to abide by the following conditions:

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.
- The equipment may only be used by patrons who have completed the relevant training.
- User agreement must be signed before each use of the Maker's Lab.

Use of the Maker's Lab

- The Maker's Lab can be reserved by filling out the form at irondequoitlibrary.org/makerslab/contactform. The lab can be reserved up to 2 times per week, for up to 4 hours each session. If additional time is needed, library staff at the second-floor reference desk may be able to extend it as a courtesy depending on prior reservations and the library's hours.
- If the Maker's Lab is not in use and there are no prior reservations or library programs, walk-in use may be available for patrons who have already been trained by an in-person session or with the instructions and video tutorials provided on the Maker's Lab website.
- All reservations must end 30 minutes before library closing time.
- Makers are asked to contact the library if they need to cancel their reservation. Library staff may cancel a reservation if the Maker is not present after a period of 30 minutes from the reservation start time. Habitual no-shows may result in loss of privileges to use the Lab.

The Maker:

- 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).
- 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.
- 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 they have signed up to use.
- 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.
- Will follow all manufacturer guidelines for equipment use.
- Agrees not to install software on the Maker's Lab computers, or alter, delete, or copy any software already loaded on the computer.

- Agrees to delete any files saved on the Maker’s Lab computers and equipment. Files left on the Maker’s Lab computer may be viewable by library staff and subsequent users until such time as they are removed by a staff member.
- 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.
- Agrees to follow food and drink policy. Food in the Maker’s Lab is not permitted. Beverages with secure lids are permitted.
- 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, 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.

The library reserves the right to modify these conditions at any time.

Signature

Print Name

Library Card Number

Date