

Patron Name: \_\_\_\_\_ Library Card #: \_\_\_\_\_

## **Makerspace @ Amos Memorial Public Library Acceptable Use Agreement**

The purpose of the Makerspace @ Amos Memorial Public Library is to provide open access to information and a variety of technologies to develop and enhance professional, personal, and educational goals for all ages. It is a place to gain hands-on experience, knowledge, skills, and to make stuff. We encourage socialization, creativity, and tinkering in the Makerspace.

### **Conditions of Use:**

- Patrons must have a valid Shelby County Libraries card to use the Makerspace
- Patrons 18+ years old may use the Makerspace independently. Patrons ages 16-17 may use the Makerspace with a parent or legal guardian's permission. Patrons 15 years old or younger must be accompanied by an adult over the age of 18.
- Patrons must check in with Library staff before entering the lab.
- The Makerspace is available by appointment, to be made with the STEM Lab Coordinator. Walk-ins are welcome to use equipment so long as they are finished working before a scheduled appointment. Library programs will have priority for all machinery.
- If others are waiting, please be courteous and limit your time on a certain piece of equipment to 30 minutes.
- The Makerspace will close 30 minutes before the Library closes. Please make sure your work is completed and your work area is cleaned before this time.
- Food and Drinks are not to be used in the Makerspace.
- Projects created in the Makerspace are provided "as-is" and without warranties of any kind, either expressed or implied. Shelby County Libraries disclaims any responsibility as to the fitness of the lab or projects within for any purpose.
- Only library computers may be connected to equipment in the Makerspace. All computer usage is subject to Shelby County Libraries "Access OPLIN and the Internet Policy".

### **Equipment Use & Safety Measures:**

- Some equipment will require training before a patron may use it. To be trained how to use equipment, a patron should schedule a training session with Library staff. The Library will keep a record of which pieces of equipment each patron is trained to use.
- Patrons are not to modify any hardware or software on the Makerspace computers.
- Makerspace equipment may not be left unattended while it is in use. Library staff are not responsible for staying with equipment for patrons.
- Any work saved on Library computers will be deleted once the computer is turned off and cannot be recovered. Patrons must save their files on an external storage device.

### **Lawful & Appropriate Use**

- The Makerspace may be used only for lawful purposes.
- DO NOT CREATE ANYTHING INTENDED TO INJURE OR ENDANGER OTHERS.
- Respect intellectual property and follow all US copyright laws.
- Shelby County Libraries reserves the right to halt, delete, or disallow the creation of items that violate Shelby County Libraries policy.

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**Checking In & Reservations:**

- Patrons must check in with Library staff at the Main Circulation desk prior to entering the Makerspace.
- Patrons must inform Library Staff in the Makerspace of which equipment they intend to use.
- Reservations may be made with the STEM Lab coordinator up to 30 days in advance. The library does not guarantee availability of any equipment in the Makerspace.

**Liability Release Agreement:**

I, \_\_\_\_\_, have read the Makerspace @ Amos Memorial Public Library Acceptable Use Agreement, and agree to follow all rules, policies, procedures, and restrictions relating to 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 also agree to exercise extreme caution and care with utilizing the Makerspace, and that I will abide by all rules in effect and to follow any and all instruction and advice offered by Shelby County Libraries employees. I understand that certain skills and safety procedures are required to mitigate the dangers involved in project work.

I agree that by signing this agreement and/or utilizing the Makerspace, that I shall defend, indemnify, and hold harmless Shelby County Libraries, its officers, officials, and employees 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 to property, which arises out of my use of the Makerspace.

In the event of injury, accident, or illness that incapacitates me (and renders me unable to give verbal consent), I hereby consent to receive medical treatment, which may be deemed advisable. I understand and agree that should medical services become necessary if I should suffer injury, I will be solely responsible for those medical expenses.

I understand that I am fully responsible for any and all borrowed equipment and tolls and for the safe and timely return of all equipment and tools to the Makerspace. If the equipment or tools are damaged, lost or stolen or accessories are missing, I understand that I am responsible for and agree to pay the replacement cost 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/ Legal Guardian Full Name: \_\_\_\_\_

Parent/ Legal Guardian Card Number: \_\_\_\_\_

Parent/ Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_