

BALDWIN PUBLIC LIBRARY

IDEA LAB USER AGREEMENT

PURPOSE

The Idea Lab furthers the Baldwin Public Library's mission to help patrons learn, connect, and discover in many ways, most notably:

- Facilitating patron exploration through hands-on experience with new technologies.
- Encouraging patrons to utilize and grow their creative, mechanical, and artistic skills as they create things of their own.
- Encouraging collaboration and the sharing of skills and knowledge among patrons.

ELIGIBILITY FOR USE OF THE IDEA LAB

The Idea Lab is best suited for Library users ages 10 and up. An adult, 18 years or older, must supervise users under age 10 at all times. Users 10-17 must have a parent or legal guardian sign the agreement form on their behalf.

Prior to using the Idea Lab, users must complete the Idea Lab Makerspace User Agreement Form, sign a release and hold harmless agreement, and verify his/her identity with valid photo ID and/or Library Card.

Users must participate in a mandatory certification session in order to use the laser cutter or 3D printer on their own.

RULES OF USE

Use of the Idea Lab is subject to the rules in this User Agreement; the Baldwin Public Library Code of Conduct; Electronic Device, Network, and Internet 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 Idea Lab use privileges.

Users should use the Idea Lab in a courteous, reasonable, and responsible manner. When using the equipment, please limit your use to one project if others are waiting. Users of the Library's Idea Lab agree to respect any and all applicable copyright laws and licensing agreements. Furthermore, users agree not to use the Idea Lab in violation of any local, state, or federal ordinances, regulations, or laws. Users may not use equipment for projects that are inappropriate in a public setting or that create a disturbance. BPL reserves the right to halt, delete, or disallow the creation of items that violate Library policy, including the creation of weapons and illegal items.

Users will follow all applicable intellectual property laws, including copyright laws. Users are responsible for obtaining their own protections for any intellectual property developed in the Idea Lab.

Some of the equipment located in the Idea Lab may contain aspects, parts, or components that will cause injury to the user if all rules, policies, procedures, and restrictions are not followed. BPL will make applicable safety supplies available in the Idea Lab, including safety goggles, first-aid kits, and fire extinguishers. 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 Idea Lab, including the equipment, tools, and materials therein.

The user agrees that the Baldwin Public Library is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment.

The user agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify Idea Lab staff.

Library staff will assist patrons using the Idea Lab to the extent that time, other duties, and patron demands will allow. One-on-one appointments can be made with Idea Lab staff to allow dedicated assistance at a time mutually convenient for the instructor and student.

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

IDEA LAB MATERIALS AND TOOLS

The Library will make limited materials available for purchase. Users are encouraged to bring approved materials for use on the laser cutter. A materials list is available upon request.

There may be a charge for use of some material and supplies used by some Idea Lab equipment. Users are responsible for paying for all material costs associated with use of the Idea Lab. Failure to self-report material usage and pay for use of material will result in suspension of Idea Lab use privileges.

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

CHECKING IN, RESERVATIONS, AND SESSION LENGTH

Users are required to check-in with Idea Lab staff prior to using the Idea Lab.

Reservations for Idea Lab equipment are not required but are highly encouraged. Reservations can be made by contacting the Idea Lab at idealab@baldwinlib.org or 248-554-4659. 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 Idea Lab.

Use of Idea Lab equipment is limited to two hours per piece of equipment per week. Users may request additional time by speaking with an Idea Lab staff member. The Library reserves the right to extend or reduce session length at its sole discretion.

Name: _____	
Address: _____	
Library Card number or Photo ID (Type & Number): _____	
Phone: _____	Date: ___/___/___
Emergency Contact – Name: _____ Phone: _____	
Certification class completed: Laser Cutter ___/___/___ 3D Printer: ___/___/___	

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

FOR ALL BALDWIN PUBLIC LIBRARY IDEA LAB ACTIVITIES

I, _____ (name), have read the Idea Lab User Agreement, and agree to follow all rules, policies, procedures, and restrictions relating to use of the Idea Lab. 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.

By signing this agreement and/or utilizing the Idea Lab, I shall waive, release, defend, pay on behalf of, indemnify, and hold harmless the Baldwin Public Library, its elected officials, employees, volunteers and others working on behalf of the Library, from any and all liability, and against any and all claims, demands, suits, loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from the Baldwin Public Library, its elected officials, employees, volunteers, and others working on behalf of the Library, which arise out of or are in any way connected or associated with the use of the Baldwin Public Library Idea Lab.

I also understand and agree that I am financially responsible for any and all damage done to Idea Lab 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 costs of the equipment resulting from such actions.

I agree to pay all material fees involved in use of the Idea Lab.

Date: _____

Printed Name

Signature

Parent/Guardian Information (applicable only for minors)

Parent/Guardian Full Name: _____

Parent/Guardian Library Card Number or Photo ID (Type & Number): _____

Parent/Guardian Phone: _____

Parent/Guardian Signature: _____ Date: ___/___/___