



# Idea Lab User Agreement

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | [www.baldwinlib.org](http://www.baldwinlib.org)

## PURPOSE

The Idea Lab furthers the Baldwin Public Library's (BPL's) mission to help patrons learn, connect, and discover by:

- 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 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 review and sign this Idea Lab User Agreement on their behalf.

Prior to using the Idea Lab, users must review and complete this Idea Lab User Agreement Form and sign a Waiver of Liability and Hold Harmless Agreement.

Users must participate in a mandatory certification session in order to use some of the equipment (e.g. laser cutter, embroidery machine, die cutter) on their own. To schedule a certification session, contact the Idea Lab staff at [idealab@baldwinlib.org](mailto:idealab@baldwinlib.org).

## RULES OF USE

- A. Use of the Idea Lab is subject to the rules in this User Agreement, the BPL [Code of Conduct](#), the [Electronic Device, Network, and Internet Use Policy](#), as well as any other applicable BPL policies and procedures. Failure to abide by all applicable policies and procedures will result in suspension or loss of Idea Lab use privileges.
- B. Users should use the Idea Lab in a courteous, reasonable, and responsible manner. When using the equipment, use should be limited to one project if others are waiting. Users of BPL'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.
- C. 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 BPL policy, including the creation of weapons and illegal items.
- D. The Idea Lab staff reserves the right to reschedule, postpone, or interrupt large jobs or multiple requests to accommodate other requests and projects.
- E. Users will follow all applicable intellectual property laws, including copyright laws and are responsible for obtaining their own protections for any intellectual property developed in the Idea Lab.
- F. Materials deposited for Media Format Conversion may be damaged during the conversion process and the Idea Lab cannot be held responsible for this damage. Users of Media Format Conversion services should be aware that the physical condition of any personal media materials relinquished to the Idea Lab for digitization is not guaranteed. Materials deposited for Media Format Conversion are converted in a public area and may be seen or heard by library staff and visitors.

- G. Some of the equipment located in the Idea Lab may contain aspects, parts, or components that can cause injury to the user if all rules, policies, procedures, and restrictions are not followed. It is important to maintain a safe atmosphere at all times and required protective equipment is available for use. Users agree to release and hold BPL 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.
- H. The user agrees that BPL 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, they will immediately discontinue use of the tool and notify Idea Lab staff.
- I. BPL 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.
- J. No food or drinks are permitted in the Idea Lab.
- K. A limited amount of 3D filament is offered per household per month at no charge.

**IDEA LAB MATERIALS AND TOOLS**

Users are required to supply their own materials for use in their personal projects. This includes materials for use on the Laser Engraver, Die Cutter, 3D printers, etc. Small quantities of sample materials may be available for testing and layout, but this is not guaranteed. Only approved and compatible materials may be used with Idea Lab equipment. A list of compatible materials is available upon request. Use of incompatible materials is forbidden. Idea Lab Staff reserves the right to halt or disallow any project using incompatible or forbidden materials. 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. An Idea Lab staff member must always be present during use.

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](mailto:idealab@baldwinlib.org) or 248-554-4659. BPL reserves the right to make advanced reservations for special purposes and events. BPL 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. BPL 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: _____	

# 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 (BPL) and the City of Birmingham, its elected officials, employees, volunteers and others working on behalf of the Library and the City of Birmingham, from any and all liability, and against any and all claims, demands, lawsuits, loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from BPL and the City of Birmingham, its elected officials, employees, volunteers, and others working on behalf of the Library and the City of Birmingham, 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. Failure to abide by all applicable policies and procedures will result in suspension or loss of Idea Lab use privileges.

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

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

### Parent/Guardian Information (Idea Lab users ages 10 to 17)

Parent/Guardian Full Name: \_\_\_\_\_

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

Parent/Guardian Phone: \_\_\_\_\_

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