



# 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 & REQUIRED TRAINING

The Idea Lab is open to users 14 years and older. Users between 14-17 require an adult, ages 18 and older, to be present during the booking.

Idea Lab users must read and sign the General Rules of Use and Waiver of Liability and Hold Harmless Agreement before using the Lab.

Children in the Idea Lab must be supervised at all times and may not engage in unsafe or disruptive behavior, including running, handling tools or equipment, entering active work areas, or interfering with others' projects.

Users must participate in a mandatory training session in order to use some of the equipment (e.g. laser cutter, embroidery machine, die cutter) independently.

Reservations for Idea Lab equipment are highly encouraged. Reservations are personal and non-transferable. The user operating the equipment must have completed all required agreements, waivers, and training associated with that equipment.

Users are expected to arrive on time for reservations. If a user arrives more than 15 minutes late for a scheduled session, the reservation will be forfeited. Repeated no-shows, cancellations, late arrivals, or similar patterns may result in suspension or revocation of reservation privileges.

## GENERAL RULES OF USE

1. 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 (view [Baldwin Public Library Policies](#) online), as well as any other applicable BPL policies and procedures.
2. 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.
3. No food or drinks are permitted in the Idea Lab.
4. Use of Idea Lab equipment is limited to two hours per piece of equipment per week, unless special arrangements are coordinated with Idea Lab staff.
5. Idea Lab staff reserves the right to reschedule, postpone, or interrupt large jobs to equitably accommodate other requests and projects.
6. Users are responsible for obtaining their own protections for any intellectual property developed in the Idea Lab.

7. Users must provide their own approved, compatible materials for Idea Lab projects, accept responsibility for any misuse or damage to equipment, and understand that the Idea Lab is not responsible for damage to user-supplied materials.
8. Idea Lab users must maintain a safe atmosphere at all times. 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.
9. BPL is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment.
10. If any tool or piece of equipment becomes unsafe or in a state of disrepair, the user will immediately discontinue use of the tool and notify Idea Lab staff.
11. BPL staff will assist patrons using the Idea Lab to the extent that time, other duties, and patron demands will allow.
12. Completed projects and any associated materials not picked up after 30 days will be permanently discarded.

**PROHIBITED USES**

1. Idea Lab users may not use materials in the Lab to violate any local, state, or federal ordinances, regulations, or laws.
2. Users may not use equipment for projects that are inappropriate in a public setting or that create a disturbance. Projects must not:
  - a. Be prohibited by local, state, or federal law
  - b. Look like, function as, or appear to function as weapons, knives, or parts thereof
  - c. Violate applicable copyright laws or licensing agreements
  - d. Be unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others
  - e. Depict and/or resemble genitalia or that may be construed as obscene or otherwise inappropriate for the library environment, that lack obvious literary, or artistic value
  - f. Contain depictions of obvious and known hate symbols, previously determined to be hate speech

**MEDIA CONVERSION SERVICES**

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. Media that contains pornography or depictions of sex acts will not be converted.

Completed Media Format Conversion requests and any associated materials not picked up after 30 days will be permanently discarded, including original media materials submitted for conversion.

Name: _____  Signature: _____ Date: ___/___/___
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**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 from 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 14 to 17)**

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

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

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