

Carnegie' s Creation Zone – Makerspace User Agreement

Watertown Public Library

Eligibility

- Library cardholders, 18 years of age or older, in good standing can reserve and use equipment available in Carnegie's Creation Zone, the Watertown Public Library Makerspace.
- An adult, 18 or over, must accompany any minor child(ren) when using the makerspace. This adult is responsible for all equipment, damage, and associated fees. One adult chaperone is required for every four (4) minor children using the Creation Zone.
- Children must be currently enrolled in 1st Grade or older to use equipment in the Creation Zone.
- For groups, one individual from the group must accept responsibility on behalf of the group.
- The Watertown Public Library reserves the right to refuse service to anyone who fails to follow the guidelines of the makerspace, library policy or damages material/equipment.
- Users must complete the Makerspace Use Agreement acknowledging agreement of guidelines of use, financial responsibility for lost or damaged equipment and releasing the library from liability.

Guidelines for Use

- General Guidelines
 - Library users are held to Watertown Public Library behavior, internet and meeting room policies
 - Users may not modify library hardware or software.
 - Users must not leave equipment unattended while it is checked out to them.
 - It is the user's responsibility to keep track of their time and complete their use of all machines before their reserved time has ended.
- Materials
 - Use of equipment is free to library cardholders, though fees may be charged for consumable materials or be assessed for damage to equipment at the Library's discretion
 - Patrons are responsible for bringing their own consumable materials, including but not limited to paper, fabric and pens.
- Space
 - Tools used in the space must be returned by the user to their original location in a clean state.
 - The workspace must be cleaned before the user leaves.
 - Food and drinks are not permitted in the makerspace.
- Reservations
 - Walk-ins are welcome, but prior reservations have priority.

- Space may be unavailable during library programs.
- If users have a reservation to use equipment, staff will make an effort to contact the patron before he/she arrives if the machine is out of order. This courtesy cannot be guaranteed.
- Users are responsible for cancelling their reservation prior to their appointment if they are unable to make their time. This may be done online or by calling the library.
- Carnegie's Creation Zone is open during normal library hours but closes 30 minutes prior to library closing.
- Due to space limitations only 10 people may use the items of the Creation Zone at the same time.
- Training/Support
 - Patrons may be required to attend training to use makerspace equipment
 - Equipment instructions will be provided
- Personal Items/Files
 - Saved computer files will be deleted daily. Patrons are encouraged to save copies of their files on a personal Flash drive or similar device. Flash drives may be purchased at the Reference Desk.
 - Saved Cricut Die Cutting Machine files will be cleared monthly.
 - Saved files are able to be viewed by any patrons or using the equipment at any time.
- Requests for Purchase
 - Requests for purchase of additional resources will be evaluated on a case-by-case basis.

Watertown Public Library will NOT:

- Assume responsibility if a project is destroyed, does not cut/print correctly, or otherwise does not work.
- Assume any liability for any injuries sustained during the use of equipment, tools or resources in the makerspace.
- Assume responsibility for any manufacturing defects or the quality of workmanship of any of the tools, materials or equipment supplied, or for the quality or condition of a user's project.
- Assume responsibility for any damage to, or loss or theft of, the user's property.
- Assume responsibility for equipment, materials or files left behind.
- Guarantee the availability of staff members to assist with projects after training has been completed.
- In exchange and consideration for the use and privileges described herein, the user is acknowledging and affirmatively making all of the foregoing assumptions by his or her signature below. User further hereby agrees to answer for, hold harmless and indemnify the Library for any negligent or intentional acts resulting in damage, injury or any form of loss as claimed by any third party to be attributable to user.

Users may NOT use the makerspace equipment or resources to create an item(s) that:

- Is unlawful, threatening, abusive or obscene, or violates the Library Acceptable Conduct Policy.

- Infringes upon a patent, trademark, copyright or other proprietary rights of any part unless consent from the rights-owner has been obtained. The Copyright Law of the United States governs the making of photocopies or other reproductions of copyright material.

Fees

- The user is responsible to pay any Library charges or fees for use of equipment, material and supplies provided by the Library, and for all loss or damage to Library property or clean-up expense.
- The Library may charge the user's account (or, if a minor, the parent/guardian's account) or seek payment by other means, at its discretion.

NOTE: This policy is subject to change at any time. Updated policies will be available on the Policies and Forms page of the Watertown Public Library website, www.watertownpubliclibrary.org.

Name: _____

Library Card Number: _____

Phone Number: _____

Signature: _____ Date: _____

Staff Initials: _____

Created May 2 , 2017