

Rideau Lakes Public Library MakerSpace Use Agreement

Please review the policies and guidelines below. In order to use the MakerSpace space and equipment, you must accept and comply with all written, posted and staff-provided guidelines and provisions.

1. Before using specific MakerSpace equipment, (3D printer, Cricut, button maker and die cutter) the user must complete and sign this agreement form and verify their library account is active.
2. Prior to using specific MakerSpace equipment (3D printer, Cricut, button maker and die cutter) the user must successfully complete a mandatory online or in-person training to be certified on each piece of equipment.
3. The user must check-in with staff members before using equipment and provide their library card and estimated time of use.
4. The user must comply with any and all directions given by staff and must comply with all safety, Rules of Conduct and MakerSpace guidelines.
5. Those between the ages of 14 and 18 may use the MakerSpace without parent/guardian supervision if they have an agreement form on file with their parent/guardian's signature. Children under the age of 14 must be accompanied and supervised by an adult at all times and may not independently operate any specified MakerSpace equipment.
6. Minors are the complete responsibility of their adult parent/guardian/caregiver and the adult assumes full and complete responsibility for the minor, including damage done by the minor to equipment and harm befalling the minor due to operating the equipment.
7. The user agrees that the Library is not responsible for any equipment defects or resulting product defects.
8. The user agrees to notify the Library of any equipment damage or malfunction immediately, as well as any injuries or accidents to the user or other users.
9. The user agrees to pay for any consumable material used, in compliance with the Library's established fee schedule.
10. The Library is not responsible for any equipment, supplies or materials brought in or provided by the user.
11. The user agrees to return any equipment borrowed or used in the same condition it was received. Users may be held liable and charged for any damage to equipment beyond normal wear and tear. Users will be charged for any damage to equipment or the workspace, including viruses or other damages to Library computers or electronic equipment, as a result of the user attaching or plugging in their own equipment. The user must clean their workspace when done.
12. The user agrees to follow all applicable laws, statutes and codes related to copyright infringement and intellectual property. The creation, manufacture and/or production of dangerous or illegal items is prohibited. Use of equipment for any illegal activity is prohibited.
13. Violation of any policy or guideline may result in the suspension of the user's ability to use the MakerSpace and/or the Rideau Lakes Public Library.



I, _____, certify that I have read and agree to the above policies for use of the Rideau Lakes Public Library's MakerSpace. I voluntarily accept the terms and conditions by signing below.

I accept full responsibility for the space, equipment and furniture in the Makerspace during my session.

I understand that I am responsible for the cost of repairs, replacements or cleaning if the space is damaged or equipment is missing or damaged.

I understand that Makerspace computers are reserved for digital media projects and are not available for general computer use – i.e. email, social media, browsing etc.

I understand that this waiver will be in effect throughout the year indicated on the date below and that a new waiver needs to be completed each calendar year.

I understand that the Makerspace may be used for lawful purposes only and cannot be used to create content that is:

- Prohibited by provincial or federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the well being of others.
- Obscene or otherwise inappropriate for the Library environment.
- In violation of another's intellectual property rights; for example, the 3D printers and scanners may not be used to reproduce materials subject to copyright, patent or trademark protection.

Signature: _____ Date: _____

Phone #: _____ Email: _____

I certify that I have read and agree to the above policies for use of the Rideau Lakes Public Library's MakerSpace. I understand that I am fully responsible for my minor's use of the MakerSpace and their compliance with all policies. I voluntarily accept the terms and conditions by signing below.

Parent/Guardian Signature: _____ Date: _____

User's name: _____ DOB: _____

Parent/Guardian Name (for minor): _____ Date: _____

OFFICE USE ONLY: Library Card #: _____ Staff Initials: _____

Note Added to Account: _____