

# **Middle Country Public Library Innovation Space Policy**

The Middle Country Public Library strives to provide its Middle Country community with a variety of opportunities to engage and enhance their skills, both creative and technical. The library's Innovation Space allows users to explore and combine varying creative and technical skills, utilizing equipment that might be otherwise unavailable to create unique, personalized items.

Library staff is available to assist in providing a workspace that is both safe and accessible. Staff will provide participants with training in the form of videos, documentation, demonstration, and basic one-on-one attention (by appointment).

## **Equipment usage and training**

In order to provide a safe environment, users must complete basic instruction on some of the equipment in the Innovation Space. Users must register with the Innovation Space staff using their library cards or valid photo IDs. Innovation Space staff will record the equipment on which a user has been instructed. Much of the equipment in the Innovation Space is available for direct use under staff supervision; however, some equipment may only be presented by library staff. Please check with an Innovation Space staff member to determine which equipment falls into which category.

## **Material fees**

The Library reserves the right to charge a fee for any materials modified, damaged, or otherwise rendered inoperable. Users who utilize materials without paying the applicable fee may have the charge added to their library account.

The Library maintains a limited inventory of materials for use in the space, to be purchased by users, and cannot guarantee the availability of materials at any time. Material fees shall be posted and available from any Innovation Space staff member.

## **Objectionable materials**

The Library reserves the right to refuse service to any user presenting a design or creation that violates any Library policy, as well as designs that other users or staff may find objectionable.

## **Users rights for created works**

Innovation Space users retain all intellectual property rights to works that they themselves have created in the space in accordance with applicable copyright law. Users will not infringe on the intellectual property rights of other users/entities present or not, while using the space. The Library makes no claim to created content, nor any affiliated use thereof.

## **Photography**

The Library reserves the right to photograph users and/or their creations for the purpose of promoting the Library's services and the Innovation Space offerings. Photographs may be used for promotional material, digital signage, on social media, on the library's website, or in the Library catalog. Users may notify Library staff if they do not elect to have their photo taken. Library staff will obtain permission from a parent before photographing children and teens.

## CODE OF CONDUCT

Any user, regardless of age, who is unable to follow the direction of library staff or who exhibits behavior that may endanger himself/herself or others will be required to leave the space. Users who deliberately deface or damage equipment, materials, or furniture will be required to leave the space and may be unable to use it further.

### Age limitations

Due to the nature of the equipment available in the space, children under the age of (14) must be accompanied by a parent/guardian at all times and will remain the responsibility of that parent/guardian for the duration of their visit. Unsupervised children will be required to leave the space.

## SAFETY PROCEDURES

Innovation Space users are expected to follow all safety protocols outlined by staff and in training materials. Failure to follow safety procedures may result in serious harm to oneself or others. Users who do not follow safety procedures will be required to leave the space. The library shall make available to users some of the necessary safety equipment including but not limited to goggles, gloves, masks, and fire extinguishers. Users may use their own safety equipment upon approval by Innovation Space staff. The Library will not assure that injury to person or property can be effected by the use of its safety equipment.

## USER AGREEMENT AND WAIVER

Anyone who wishes to use the Innovation Space must read and agree to the following, to be signed and kept on file by Library staff. Users under the age of 18 must additionally have this agreement signed by a parent/guardian.

- User agrees that some personally identifiable information may be collected to identify users and manage the equipment that they have been trained to use.
- User agrees to abide by all safety procedures outlined by staff or set forth in training materials and that failure to follow these procedures will result in immediate expulsion from the Innovation Space.
- User agrees that the Library is not responsible for any defects in equipment or materials. The library will not be held responsible for any damage to property or physical harm that may arise from defects in equipment and materials, nor from the improper use of equipment.
- User agrees to immediately cease use and report any defect in equipment or material being used.
- User agrees that they may be charged for any damage caused to any equipment or material in the space during usage, whether such damage was deliberate or not.
- User agrees to immediately report any accident or injury incurred while in the Innovation Space.
- User agrees that equipment may be unavailable due to use by other users or staff, for maintenance (both scheduled or unscheduled), or for any other reason to be determined by Library staff.

- User understands that the Library reserves the right to limit the amount of time or material used for any piece of equipment for any user.
- User understands that the Library reserves the right to refuse service to any user and at any time for any reason as determined by Library staff.
- User understands that the equipment in the Innovation Space is for personal use and shall not be used as part of any user's commercial operations without express consent from the library director.
- Users may bring in their own materials for use in the Innovation Space, but, in order to avoid damage to equipment or physical injury, all materials must be approved by an Innovation Space staff member before use.
- User understands that the Library will not allow the creation or manufacture of objectionable or dangerous materials, as determined by Library staff.
- User understands that the Library provides no guarantee of quality or final results of any materials or projects.

***Adopted November 16, 2022 by the Board of Trustees of the Middle Country Public Library.***