

orillia public library

**makerspace**



## User Agreement

Last Updated June 23rd, 2023

To use the computers, machines, tools, and materials in the Orillia Public Library (OPL) Makerspace you must meet the following requirements:

- Hold a valid Orillia Public Library card (this includes Reciprocal Agreements, Youth Memberships, Temporary Memberships and Paid Memberships) and be in good standing.
- Be 13 years of age or older. Cardholders who are under 13 must be accompanied by a responsible adult. This adult must remain in the Makerspace at all times and assist with projects as necessary.

**When the cardholder uses the OPL Makerspace, they agree to all of the following guidelines, procedures and policies, as well as all policies set out by the Orillia Public Library.**

### What We Provide

- Computers
- Machines (for the full list head to our website)
- Tools and supplies
- Select Materials (subject to a fee in accordance with our established price list.)
- A staff member to provide assistance with your project.

### Sign In Procedure

When you arrive at the Makerspace, check in with the staff member on duty.

You may be required to show your library card each time you visit.

If this is your first visit, you will be asked to:

- Read over the Makerspace User Agreement
- Depending on the machine, complete the associated operation and safety tutorials



## **The Space**

- No food or open drinks are permitted in the Makerspace.
- You agree to follow the Makerspaces policies and guidelines, including those related to time limitations.
- Any machines, tools, or materials used during your time in the Makerspace must be returned to their original locations.
- You are responsible for cleaning up your workspace when you are done.
- The OPL, OPL Makerspace and its staff are not responsible for any personal items you bring into the Makerspace.
- The OPL, OPL Makerspace and its staff are not responsible for the outcomes of your projects. While we make every effort to assist you in creating a satisfactory product, you will be responsible for the material and machine usage costs regardless of the outcome.

## **Use of the Machines, Tools, and Materials**

- By using the equipment in the Makerspace you certify that you can use all computers, machines, tools, and materials independently and in a safe and proper manner. Makerspace staff should be consulted as necessary.
- The OPL Makerspace is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the machines, tools, or materials.
- If any machine or tool becomes unsafe or appears to be in a state of disrepair, you will immediately stop using the machine or tool and alert our staff.
- In the case of an accident or incident, you are responsible for reporting these issues to staff.
- You will assume financial responsibility for your misuse of the computers, machines, tools, and materials. These costs can include repairs, replacements and/or cleaning.

## **Your Projects**

- You are responsible for staying with the machine while it is in operation, unless you have spoken with our staff to make different arrangements.
- The Orillia Public Library and OPL Makerspace take no responsibility for the digital storage of files or projects. If you would like to save the files from your project, please back them up before leaving the Makerspace. Files that have been saved on Makerspace accounts or computers may be deleted at any time.
- Projects created in the Makerspace must be legal and suitable for a library environment. You may not:
  - Make items that are prohibited by provincial or federal law
  - Make items that are deemed unsafe, harmful, dangerous, racist, malicious, or pose an immediate threat to the wellbeing of others, including making &/or modifying weapons, drug paraphernalia etc.
  - Make items that are obscene or otherwise inappropriate for the Library environment.
  - Make items that are in violation of intellectual property rights, including copyrights, patents, and/or trademarks.
- You are not permitted to mass produce items or create items for re-sale.
- Makerspace staff have the authority to limit the number of copies or types of items being produced in the Makerspace.
- At any time, the Makerspace Staff reserve the right to stop and/or delete any projects

**Users who break the terms of this agreement may have Makerspace privileges suspended or revoked.**