



Orillia Public Library

Memories Media Lab

User Agreement

By using the OPL Memories Media Lab, you agree to follow the guidelines and policies below, as well as all Orillia Public Library policies.

- **Library Membership:** A valid Orillia Public Library card (including Reciprocal, Youth, Temporary, or Paid Memberships) in good standing is required.
- **Booking:** Equipment use is by appointment only.
- **Age Requirement:** Users must be 13 or older. Those under 13 must be accompanied by a responsible adult who will stay and assists throughout the session.
- **Library Policies:** Users must follow the Makerspace User Agreement, OPL's Makerspace Policy, OPL's Code of Conduct, and all related policies and procedures.
- **Appropriate Use:** Memories Media Lab Equipment will be used for lawful purposes and not to create physical and digital content that is:
 - Prohibited by provincial or federal law
 - Unsafe, harmful, dangerous or poses an immediate threat to the well being of others.
 - In violation of another's intellectual property rights.
 - Obscene or otherwise inappropriate for the Library environment.
 - Make items that are in violation of intellectual property rights of others, including copyrights, patents, and/or trademarks.



- **Safe Use:** If a machine or tool becomes unsafe or appears damaged, stop using it immediately and alert staff.
- **Digital File Storage:** Users are responsible for saving their own files. Please store all projects on personal devices or accounts before leaving.
- **Personal Property:** By using the Memories Media Lab equipment, users accept all risks and understand that the Orillia Public Library is not responsible for loss or damage to personal property.
- **Equipment Use:** Users may be charged the full cost of repair or replacement for equipment damaged through willful or intentional misuse.
- **Staff Direction:** Orillia Public Library staff may use their discretion to stop, delete, or refuse use of the equipment for any reason, including but not limited to risk of damage to equipment or media, inappropriate content, insufficient staffing or material resources etc.