



Welcome to the Orillia Public Library's Makerspace!

Please review the following policies and guidelines regarding the use of the Makerspace. Acceptance of, and compliance with, the below information is a requirement of using the space, tools, equipment, and materials provided in the Makerspace.

The OPL Makerspace is available for Orillia Public Library card holders who meet the following requirements:

- Hold an Orillia Public Library card in good standing (includes Reciprocal Agreements, Youth Memberships, and Paid Memberships).
- Valid photo ID (e.g. Ontario ID, Driver's License, Student ID)
- 13 years of age and older. Card holders under 13 years of age must be accompanied by a responsible adult with the valid Orillia Public Library card. The responsible adult will be considered the primary user.

I agree to comply with the following Orillia Public Library policies and guidelines:

- Personal Conduct Policy
  - Public Internet Use Policy
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- I accept full responsibility for the space, equipment, and materials in the Makerspace during my time there.
  - I understand that open drinks and food are not permitted within the Makerspace.
  - If I am accompanying a child under the age of 13 years, I will remain with the child at all times while they are in the Makerspace.
  - I understand that minors are the complete responsibility of the accompanying adult, and the adult assumes full and complete responsibility for the minor, including any damage done by the minor to equipment and harm befalling the minor due to operating the equipment.
  - I understand that I am responsible for the costs of any repairs, replacements, or cleaning of the Makerspace if the Makerspace is damaged or equipment is missing or damaged as a result of my use and operation of the Makerspace. I agree to notify staff of any equipment damage or malfunction immediately, as well as any injuries or accidents to myself or others.
  - I understand that unpaid replacement charges will result in my library privileges being suspended until the library is fully reimbursed for such charges.
  - I understand that I must comply with any and all direction given by staff and must comply with all safety protocols.
  - I understand that the Orillia Public Library is not responsible for any equipment, supplies, or materials brought into the space by myself.

- I understand that the Orillia Public Library is not responsible for any equipment defects or resulting product defects.
- I understand that the Orillia Public Library is not responsible for any damage to my materials or files.
- I agree to follow the Orillia Public Library's policies relating to time limitations put in place regarding machine use.
- I will notify staff when I am done with the equipment and ensure the space is left the way I found it.
- I understand that to use equipment independently I must demonstrate to staff that I am able to use that equipment safely.
- I understand that when using equipment, I am certifying that I can use that equipment in a safe and proper manner. Makerspace staff are available to assist in explaining the operation of equipment and will provide print or online instructions and manuals.
- 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, racist, malicious, or poses an immediate threat to the wellbeing of others.
  - Defamatory, abusive, obscene, threatening, illegal, hate symbols, or otherwise inappropriate for the library environment.
  - Makes assisting staff feel uncomfortable.
  - In violation of another's intellectual property rights; for example, Makerspace equipment may not be used to reproduce materials subject to copyright, patent, or trademark protection.
- I understand that the Orillia Public Library reserves the right to halt or delete the creation of items that go against the above points.
- I understand that the possible consequences of violating any of the above rules or any willful abuse or damage to the Makerspace or any equipment include expulsion, loss of library privileges, legal and financial responsibility, and prosecution.

I, \_\_\_\_\_ (print name), certify that I have read and agree to the above policies for use of the Orillia Public Library's Makerspace. I voluntarily accept the terms and conditions by signing below. I affirm that the information I have provided on the Makerspace Agreement is current, true, and correct. I understand that this information may be subject to verification.

I, \_\_\_\_\_ (print name), do hereby waive any and all claims that I have or may have in the future against the Orillia Public Library, from any and all liability for any loss, damage to any person or property, expense or injury, including death, that I may suffer arising from my use and operation of the Makerspace and any equipment due to any cause whatsoever, including but not limited to, carelessness, recklessness, or negligence on the part of the Orillia Public Library. I understand that the term Library includes the Orillia Public Library, its employees, directors, volunteers, and board members. I will not sue the Library. I will

forever release the Library from all liability for injury on behalf of myself, my heirs, successors, and assigns. I agree that the above promises are legally binding. I voluntarily assume the risk of injury or death while participating in the Makerspace or using Makerspace equipment. I understand that the equipment in the Makerspace may be inherently dangerous. I recognize my responsibility to exercise good judgement, to act responsibly, and to obey all of the Library's oral and written guidance, instructions (including signage) and warnings. I have read and understand this Agreement and the conditions and agree to abide by them. I have no questions about the meaning of this Agreement and I voluntarily accept the terms of this Agreement by signing my name below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

I certify that I have read and agree to the above policies for the use of the Orillia 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): \_\_\_\_\_