

**Mary L. Cook Public Library
THE STUDIO
Makerspace User Agreement**

The Mary L. Cook Public Library (hereafter Library) offers our makerspace, The Studio, to provide Library patrons access to high quality, professional grade computer hardware, software, and equipment to support their educational, entrepreneurial, and personal endeavors.

ELIGIBILITY FOR USE OF THE MAKERSPACE

Users must complete and sign the **Makerspace User Agreement** before using the makerspace.

The makerspace is available to MLCPL patrons ages 12 and up. An adult must accompany users under age 12 at all times. Users 12-17 must have a parent or legal guardian sign the **Makerspace User Agreement** on their behalf.

RULES OF USE

Use of the makerspace is subject to the rules in this **Makerspace User Agreement**, the Library's Public Service Policy on patron conduct and Internet/computer use, as well as any other applicable Library policies and procedures. Failure to abide by all applicable policies and procedures will result in suspension or loss of makerspace use privileges.

Users of the makerspace agree to respect any and all applicable copyright laws and licensing agreements. Furthermore, users agree not to use the makerspace in violation of any local, state, or federal ordinances, regulations, or laws. Studio staff have the right to halt, delete, or prohibit the creation of items that violate library policy including, but not limited to, the creation of weapons and illegal items.

Users agree to be courteous to staff, other makerspace users, and Library patrons.

Some of the equipment located in the makerspace may contain aspects, parts, or components that will cause injury to the user if all rules, policies, procedures, and restrictions are not followed. Users agree to release and hold Library harmless from any claims for personal injury, property damage, or any other loss in connection with the use of the makerspace, including the equipment, tools, and materials therein.

The computers located in the makerspace are intended for patrons utilizing the specialized software programs or equipment located in the makerspace. The Library reserves the right to reassign patrons to other computers in the library if they are not utilizing the makerspace computers for their intended purpose.

Library staff will assist patrons using the makerspace to the extent that time, other duties, and patron demands will allow. One-on-one appointments can be made with Studio staff to allow dedicated assistance at a time mutually convenient for the instructor and the student.

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MAKERSPACE MATERIALS AND TOOLS

There may be a charge for use of some material and supplies used by some makerspace equipment. Any applicable costs are listed in the Studio Fee Schedule. Users are responsible for paying for all use and material costs associated with use of the makerspace. Failure to self-report material usage and pay for use of equipment and/or material will result in suspension of makerspace use privileges.

Certain equipment and tools for use in the makerspace must be checked out before use. A library card and valid government-issued photo ID are required to check out these items. Items will be checked out and remain on patron's card during use of selected equipment and tools items until the items are returned in similar condition to Studio staff.

Users agree to accept financial responsibility for any misuse or damage to makerspace computers and equipment.

The User and/or Responsible Party agrees that Library provides no warranties of merchantability or fitness for particular purposes or use concerning any project or items made using library equipment, tools, or materials.

CHECKING IN, RESERVATIONS, AND SESSION LENGTH

Patrons are required to check-in with The Studio staff and have a **Makerspace User Agreement** on file prior to entering the makerspace.

Reservations to use makerspace equipment are not required, but are highly encouraged. Same day reservations can be made by contacting The Studio at 513-897-4826, by emailing: thestudio@marylcook.com, or in-person at The Studio. The Library reserves the right to make advanced reservations for special purposes and events. The Library does not guarantee the availability of any equipment in the makerspace .

Use of makerspace computers and equipment is limited to two hours per day. Equipment may be utilized concurrently or consecutively. Users may request additional time by speaking with a Studio staff member. The Library reserves the right to extend or reduce session length at its sole discretion.

All work must be completed by the time the makerspace closes, 15 minutes before the Library closing time. Projects, print jobs, etc. cannot be left running or suspended while the Library is closed. The Library assumes no responsibility for projects that are unable to be completed within this time frame. Patrons are responsible for all use and material costs associated with incomplete projects.

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Name: _____ Date: _____

Address: _____ Phone: _____

Library Card Number: _____ Photo ID (Type & Number): _____

I, _____ (name), have read the Studio Makerspace User Agreement, and agree to follow all rules, policies, procedures, and restrictions relating to use of the makerspace. I understand that these rules, policies, procedures, and restrictions may change at any time without notice and that I will make myself aware of all changes or modifications of said rules, policies, procedures, and restrictions.

I agree that by signing this agreement and/or utilizing the makerspace, I shall defend, indemnify, and hold harmless the Mary L. Cook Public Library, its officers, officials, employees, and volunteers from and against any and all claims, suits including attorney fees, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of my use of the makerspace.

I also understand and agree that I am financially responsible for any and all damage done to makerspace equipment resulting from my misuse or failure to follow all rules, policies, procedures, and restrictions. I understand that I am responsible for and agree to pay the repair and/or replacement costs of the equipment resulting from such actions.

I understand that I am fully responsible for any and all borrowed equipment and tools and for the safe and timely return of all equipment and tools to the Studio, located at the Main Library. If the equipment or tools are damaged, lost or stolen or accessories are missing, or if late fees are incurred, I understand that I am responsible for and agree to pay the replacement costs of the device, all accessories plus all applicable fines, fees, and charges.

I agree to pay for any and all use and material fees involved in use of the makerspace.

Signature: _____ Date: _____

Parent/Guardian Information (applicable only for minors)

Parent or Legal Guardian Full Name: _____

Parent/Guardian Library Card Number: _____

Parent/Guardian Photo ID (Type & Number): _____

Parent or Legal Guardian Signature: _____ Date: _____

STAFF USE ONLY

Staff Initials: _____

Approved by the Board of Library Trustees 11-19-24