

## **Central Rappahannock Regional Library MakerLab Agreement**

Upon successfully completing all badging levels for a piece of MakerLab equipment, I will be able to use that piece of equipment independently and agree:

- To follow and abide by the CRRL MakerLab Agreement, MakerLab Guidelines for Use and Safety, and CRRL Computer Use Policy (which also applies to equipment and software in our MakerLabs).
- CRRL is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment.
- CRRL is not responsible for any injury, loss, or damage that may occur from use. Destruction of or damage to equipment, materials or software belonging to the Library could result in denial of use or access to the library.
- CRRL does not accept responsibility if a project is destroyed, is not produced correctly, or does not work.
- CRRL is not responsible for any files belonging to makers that are accessed or saved on our computers.
- CRRL reserves the right to halt, delete, or disallow the creation of any item.

# MakerLab Guidelines for Use and Safety

In order to use the MakerLab equipment independently, users understand and agree:

- To check in with the staff member on duty and sign in for badging appointments and equipment reservations.
- To use only the equipment for which I am badged and have a reservation to use and to wrap up my work by the end of my reservation so that it is ready for the next maker.
- To follow staff direction, safety guidelines, and instructions, including age requirements for use, when using equipment, tools, software and materials.
- To report any broken or damaged equipment to staff immediately.
- Files saved on CRRL computers are regularly deleted. Makers must save their files to an external drive or cloud storage.
- Any user under the age of 12 must be accompanied by a parent or guardian at all times.
- Tools and equipment are available to makers on a first-come, first-served basis. Library events have first priority.
- CRRL is only able to provide free, consumable materials on a limited basis. The maker agrees to avoid wasting supplies and materials supplied by the library.
- Tools, equipment, and supplies used in the space must be returned by the maker to their original locations in a clean state, and the maker must ensure that the MakerLab is returned to its original state.
- Personal projects, materials, and supplies cannot be stored onsite due to security and space constraints, with the exception of 3D printed items that run past closing and which should be picked up promptly by the maker on the next business day or soon after.

## **CRRL Computer Use Policy**

The Central Rappahannock Regional Library provides access to computer equipment, programs, databases, and the internet, giving the opportunity to become acquainted with state-of-the-art technology to access the broadest range of information, information available only through this medium, and time-sensitive information for a community of diverse individuals. The CRRL provides access to global information resources to promote cultural, educational, and recreational opportunities for every member of the community, and to provide for an open exchange of ideas by all members of the community. Not all sources provide accurate, complete, or current information. Users are urged to be good information consumers, critically evaluating all information found on the Internet.

Because electronic networks and equipment encompass factors which may be beyond the Library's control, CRRL assumes no responsibility for any damages, direct or indirect, arising from the use of its Web server or from its connections to other Internet services. If customers experience problems, CRRL staff will make every effort to troubleshoot or retrieve information.

All users of the Library's computer resources are expected to use these resources responsibly.

Parents and legal guardians are urged to provide guidance to their own children. Children's librarians are trained and eager to advise parents who request help in finding appropriate sites or designing search strategies to locate materials for their children.

The CRRL provides an Internet filtering tool on computers accessible to the public. Adult customers may enable unfiltered access for research or other lawful purposes.

## **Computer resources may not be used for the following purposes:**

- Violation of any applicable federal, state, or local laws, ordinances, rules, or regulations
- Viewing or possession of obscenity or child pornography
- For patrons under the age of 18, viewing material that is harmful to juveniles
- Destruction of or damage to equipment, software, or data belonging to the Library
- Gaining or attempting to gain unauthorized access to any computing, information, or communications devices or resources
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized reproduction of copyrighted material or materials protected in other ways such as trademarks, licenses, or brand names
- Violation of any computer systems security
- Unauthorized use of computer accounts, access codes, or network identification
- Numbers assigned to others
- Violation of software license agreements
- Violation of another person's or party's privacy
- Any and all other matters which the Library, in its sole discretion and in consideration of the best interests of the public, determines to be unacceptable purposes

## **Failure to comply with this policy and these regulations may result in denial of access to the Library's computers and/or the Library as follows:**

- Initial warning
- Denial of access to computers
- Denial of access to the Library