



## The Farmington Libraries

### The Studio and Maker Space Patron Use Agreement

#### Policy

- The Farmington Libraries' Maker Space and The Studio may only be used for lawful purposes. The public is prohibited from using the equipment in The Maker Space or The Studio to create material that is:
  - Prohibited by local, state, or federal law.
  - Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others including, but not limited to, weapons (such use may violate the terms of use of the manufacturer).
  - Obscene or otherwise inappropriate for the Libraries' environment.
  - In violation of the Libraries' Behavior Policy.
  - In violation of another's intellectual property rights. For example, the equipment may not be used to reproduce material that is subject to copyright, patent, or trademark protection.
- Patrons will not modify the hardware or software, or install new programs onto any of the computers or other equipment.
- The Libraries reserve the right to deny access if a patron violates any part of the policy, or for any other misuse of the space(s), as determined by Library staff.

#### Procedure

- All patrons aged 12 and up may use the Maker Space and The Studio independently with the exception of certain tools and equipment outlined below. Patrons under age 12 must be with a parent or caregiver at all times. Children whose behavior is deemed unsafe will not be permitted to use the lab without adult supervision.
- Parent/caregiver supervision is strongly recommended for all minors, as the Maker Space contains potentially dangerous tools and equipment.
- Patrons must have a current library card issued from a public library in Connecticut, in good standing, registered in our system in order to use the space(s).
- Patrons under the age of 16 must be accompanied by a parent or caregiver to use the soldering irons, CNC Mill, the rotary cutter and other sharp cutting tools.
- The doors to the Maker Space and The Studio will be locked when not in use. To request access to either space, a patron must make an appointment by phone at 860-673-6791, or in-person with the Information Services Department.
- When reserving the Maker Space or The Studio or any equipment in either of the spaces, Library programs have priority, followed by patrons who made a reservation ahead of time. Drop-in requests will be accommodated on a first-come, first-served basis, subject to staff and equipment availability.
- Training is required before a patron may reserve the Maker Space or The Studio or any equipment for independent use. Patrons may schedule a training session by contacting the

Information Services Department Staff in-person or by phone at 860-673-6791. The Libraries maintain a record of which pieces of equipment a patron is trained to use.

- The Oculus Rift virtual reality headsets and the zSpace alternate reality computers are not available for independent use. Please check the Libraries' events calendar for opportunities to use this equipment.
- Most Studio and Maker Space equipment is free to use with the exception of the 3D printers, which require a materials fee. Please check with Information Services Staff for current pricing.
- Patrons may bring their own approved materials to use with Maker Space equipment. Materials must be approved by the Information Services Department Staff prior to use with the equipment.
- Cell phone conversations are not allowed in the Maker Space. Cell phones must be set to silent. Customers using the media lab portion of the Maker Space for audio projects must use headphones. Headphone volume must be such that other patrons will not be disturbed.
- The workspace area of the Maker Space is reserved for patrons using Maker Space equipment or software. All other individuals should use the public computers in other areas of the building or checkout a laptop. For group study, please reserve one of our three study rooms.
- Users must save their work on an external memory source. CDs and flash drives are sold at the Information Services desk. The Libraries are not responsible for any work that is unsaved, corrupted, or altered in the The Studio or Maker Space.
- The Studio and Maker Space users may not install or download software or upgrades on any equipment or devices. For help, or to suggest software downloads and upgrades, please see Information Services Department Staff.
- The Libraries are not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment.
- Items used in the Maker Space or The Studio or borrowed, are to be returned in the same condition as they were issued barring normal wear and tear. The patron is responsible for any costs associated with the loss or damage to any items and agrees to accept the Libraries' assessment of fair restitution for damage and/or loss of items in part or total.
- Patrons must report any accident/incident that occurs in the Maker Space or The Studio to the Information Services Department.
- Safety supplies such as goggles, masks and first aid kits are available at the Information Services Department desk.
- The Libraries are not responsible for any valuables left unattended.
- These policies are subject to periodic review and change by the Libraries.

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Print Name

Date

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Signature (parent/guardian if minor)

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Print Name of Parent/Guardian if Minor

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Emergency Contact Name/Phone