

CLEVELAND PUBLIC LIBRARY

Community Services Committee

October 15, 2013

RESOLUTION TO ADOPT TECHCENTRAL MAKERSPACE USER AGREEMENT

- WHEREAS, The Library is continually seeking ways to bring the most relevant technological resources to its patrons; and
- WHEREAS, The overwhelming success of the 2013 Cleveland Mini Maker Faire, TechCentral, and the Library's 3D printing services have sparked much creativity and curiosity about other maker equipment, such as laser engravers and vinyl cutters, that may be of interest to the public; and
- WHEREAS, The Library is currently developing TechCentral MakerSpace in the existing TechCentral area with specialized equipment to support and facilitate the maker movement in Cleveland; and
- WHEREAS, It is in the best interest of the Library and the public to define clear and understandable operating procedures for this experimental area through a User Agreement; therefore now be it
- RESOLVED, That the Board of Library Trustees approves the TechCentral MakerSpace User Agreement, as attached, to be effective October 17, 2013.

CLEVELAND PUBLIC LIBRARY TEHCENTRAL MAKERSPACE USER AGREEMENT

The Cleveland Public Library offers the TechCentral Makerspace as a way to provide Library patrons access to high quality, professional grade computer hardware, computer, and equipment to support their educational, entrepreneurial, and personal endeavors.

ELIGIBILITY FOR USE OF THE TECHCENTRAL MAKERSPACE

The TechCentral MakerSpace is available to Library patrons ages 13 and up. An adult must accompany users under age 13 at all times. Users 13-17 must have a parent or legal guardian sign the agreement form on their behalf. Users must have a library card in good standing to use the MakerSpace.

Users must complete and sign the TechCentral MakerSpace User Agreement before using the MakerSpace. Upon completion of the TechCentral Makerspace User Agreement form, a MakerSpace ID will be issued to signify that the completed agreement form has been signed and filed by Library staff.

Select material, equipment, and tools require a MakerSpace ID or library card, and a valid, government-issued photo ID to check out. Your photo ID will be held during the use of these materials, equipment, and tools. Your photo ID will be returned once all material and use fees have been paid and all materials, equipment, and tools checked out have been returned.

RULES OF USE

Use of the TechCentral MakerSpace is subject to the rules in this user agreement, the Cleveland Public Library Policy on Patron Guidelines, the Cleveland Public Library Policy on Internet and 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 Library's MakerSpace agree to respect any and all applicable copyright laws and licensing agreements. Further users agree not to use the MakerSpace in violation of any local, state, or federal ordinances, regulations, or laws.

Users agree to be courteous to 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 the 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.

The computers located in the TechCentral 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 TechCentral Makerspace to the extent that time, other duties, and patron demands will allow. One-on-one appointments can be made with

TechCentral staff to allow dedicated assistance at a time mutually convenient for the instructor and student.

The TechCentral MakerSpace utilizes some technology from the myCloud service, including the ability to save data to the myCloud system. The ability to save files and other data to the myCloud system is not guaranteed and can be removed at any time. Termination of a user's myCloud use rights will result in termination of MakerSpace use privileges.

No food or drinks of any kind are permitted in the TechCentral MakerSpace.

MAKERSPACE MATERIALS AND TOOLS

There may be a charge for use of some MakerSpace equipment. Likewise, there may be a charge for use of some material and supplies used by some MakerSpace equipment. Any applicable costs are listed in the Library's Fines and Fees 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 MakerSpace ID or library card and valid government-issued photo ID are required to check out these items. The patron's photo ID will be held during use of selected equipment and tools items until the items are returned in similar condition to Library staff.

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

CHECKING IN, RESERVATIONS, AND SESSION LENGTH

Patrons are required to check-in with TechCentral staff and present a MakerSpace ID or library card prior to entering the MakerSpace.

Reservations for MakerSpace equipment are not required but are highly encouraged. Same day reservations can be made by contacting TechCentral at 216-623-2980 or in-person at TechCentral. 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 is limited to two hours per day. Use of any other MakerSpace equipment is limited to two hours per piece of equipment. Equipment may be utilized concurrently (e.g. camera and green screen) or consecutively (e.g laser engraver then vinyl cutter). Users may request additional time by speaking with a TechCentral staff member. The Library reserves the right to extend or reduce session length at its sole discretion.

The TechCentral MakerSpace closes 30 minutes before the Library closes. All work must be completed no later than 30 minutes before the Library closes. 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.