

2.6 Maker Lab Policy

The Maker Lab at the William K. Sanford Town library is a place for community members to connect, learn and grow. The lab provides a variety of tools for patrons to explore.

The library will offer classes and programs using the resources and equipment of the Maker Lab as well as hosting open lab times. All patron use of the Maker Lab facilities and equipment is entirely optional and voluntary and is for purposes of recreation, education and/or self-improvement. Those wishing to utilize the tools in the lab must do so for lawful purposes. Users agree to respect all applicable copyright laws and licensing agreements as well as any other applicable laws and library policies.

The Library reserves the right to refuse the scanning and/or production of any content at any time at the sole and complete discretion of the Library staff. Examples of specific content that shall not be scanned or produced by users of the Maker Lab include but are not limited to:

- Content or objects that are illegal
- Content or objects that may be construed as having the potential to cause or result in physical harm
- Content or objects that may infringe upon the intellectual property or copyright rights of a third party
- Content or objects that may be obscene, indecent, violent or otherwise inappropriate for the public library environment.

In order to utilize the equipment and resources of the Maker Lab during open lab times patrons must:

- Have attended an orientation on the equipment they wish to use
- Have a valid UHLS library card
- Be a minimum of 18 years of age
- Sign the Maker Lab agreement and release of liability
- Provide their own library approved project supplies
- Follow all safety procedures and abide by the guidance of the library staff in charge

The library does not accept responsibility if a project is destroyed, does not work, or if any of the patron's personal equipment or property is damaged or destroyed while using any of the library's equipment.

The library does not accept responsibility for any supplies left behind.

Patrons using the Maker Lab shall not profit from or run a business out of the Maker Lab or by use of the equipment.

All users shall leave the lab in a clean and orderly condition.

Each patron is responsible for reading and signing the Maker Lab Policy, Maker Lab Agreement and Release of Liability as well as any addendums or changes made to the existing policy.

Failure to abide by the requirements of the Maker Lab Policy and/or Maker Lab Agreement may result in loss of the ability to use and/or access the Maker Lab.

William K. Sanford Town Library Maker Lab User Agreement and Release of Liability

In order to use the Maker Lab, including all facilities and equipment contained therein, each user must: (a) review the Maker Lab Policy and User Agreement; (b) provide the Adult User information requested below; and (c) sign this User Agreement and return same to the Library. Any user that fails to execute and return the Maker Lab User Agreement shall not have access to the Maker Lab.

Users agree to abide by the terms and conditions of the Maker Lab Policy and Maker Lab User Agreement.

Users shall use all Maker Lab equipment only in the manner intended and for the equipment's specific intended use

Users shall hold harmless the William K. Sanford Town Library and Town of Colonie, including all, officers, employees, and agents thereof, from and against any and all claims, damages, losses, and expenses, arising out of or resulting from use of the Maker Lab.

Users shall immediately report any equipment problems to Library staff and cease using such equipment until such time as it is repaired and/or returned to service.

The library reserves the right to revoke access to the Maker Lab for any/all violations of the Maker Lab Policy and/or Maker Lab User Agreement, including but not limited to misuse of equipment, failure to adhere to these terms, or behavior contrary to library policy.

By my signature below, I acknowledge that I have carefully read this Agreement and understand it, and I voluntarily agree to all statements and provisions contained herein. I am sufficiently informed about the Maker Lab activities in which I may or will participate and the risks involved.

Print: _____

Sign _____ Date _____

Library Card # _____

Phone: _____

Email: _____

ADOPTED: June 21, 2023. History and background for this policy are located in the Office of the Director of the Library