



Westerville Public Library

Innovation Lab

Terms of Use, includes Rights & Responsibilities Waiver

Purpose

The Innovation Lab is a flexible, creative, and collaborative space where ideas are brought to life through hands-on learning and digital creation. The lab includes a variety of hardware, software, and accessories intended for creative, educational, and practical purposes.

Requirements

Present your library card and ID to the staff at the desk on the second floor. Stations are available on a first come, first served basis.

- Must be 18 years or older; **or** 16-17 years old with a signed waiver from parent/guardian that acknowledges the rights and responsibilities of both parties; **or** accompanied by an adult who meets all requirements for use
- Must have a Westerville Library card in good standing.
- Must present a government-issued photo ID **or** school ID with the current school year's date clearly indicated. (ID will be held while you are in the lab and returned to you once a check of the lab has been performed by staff.)

Minimal instruction provided. Library staff can recommend resources for learning. If you would like one-on-one training or assistance, use the borrow a librarian service or view our events calendar for a schedule of upcoming classes.

Reservations

- Request no longer than 3 hours; no more than 90 days in advance. (Setup, teardown, saving, or clean-up are to be completed during your allotted reservation time.)
- Request in person, by telephone or through online reservation software. You cannot make an online reservation within 24 hours of the desired time. For assistance, contact Adult Services at ext. 4 or answers@westervillelibrary.org.

Terms of Use

The terms listed below apply to all 5 stations in the lab: *3D Printing Station, Advanced Design Station, Custom Printing Station, Digital Creation Station, Recording Studio*

- The Westerville Public Library (WPL) Customer Conduct and Library Security Policy applies to all library property.
- All physical interaction with and configuration of the printers in the lab will be performed by Westerville Public Library staff.
- 3-hour limit when others are waiting
- Cancellation policy: If you no longer plan to use the station during your reserved time, please advise the library as soon as possible so that others might use. The library reserves the right to cancel or reschedule a reservation.
- Late policy: Reservations are held for 15 minutes. After 15 minutes the station may be booked for others waiting.
- Noise level: Please avoid disturbing others' use of the lab. The door to the Recording Studio must remain closed during a session. The Recording Studio is sound-dampening, but not sound-proof. The Digital Creation Station is not sound-isolated or sound-proof.
- Maximum capacity: 2 people per station.
- Reservations are not transferable from one person to another.
- Reservations of multiple stations at the same time by a single individual prohibited.
- No food or drink permitted in the lab due to the proximity of electrical equipment.
- The name, address or telephone number of the Westerville Public Library may not be used as the contact person, nor shall the use of the Innovation Lab be publicized in such a way as to imply the Westerville Public Library sponsorship of the activities unless the activity is being co-sponsored by the Westerville Public Library.
- Private parties are prohibited.
- The person using the lab shall be financially responsible for any damage to Westerville Public Library property, buildings, furnishings and/or equipment, and assume responsibility for all loss, damage or injury arising from use of Innovation Lab.
- Supervision of the lab by library staff does not constitute knowledge, or acknowledgement, of the final use of any product created, nor of the lawful status of said products; Westerville Public Library specifically disclaims any knowledge thereof.
- No Westerville Public Library equipment should be removed without library approval.
- Projects created in the lab are provided "as-is" and without warranties of any kind, either express or implied. The Westerville Public Library disclaims any responsibility as to the fitness of the lab or projects created within for any purpose.
- You are welcome to bring your own equipment to use in the lab. The library is not responsible for any damage or loss of personal equipment.
- Failure to abide by these terms may result in the suspension of library privileges.

Lawful and Appropriate Use

The Westerville Public Library reserves the right to refuse any project or use of the lab for reasons including but not limited to:

- Any project or use that is unsafe, harmful or prohibited by law.
- Any project or use that is inappropriate for the library environment.
- Any project or use that violates the intellectual property rights of an individual or corporation.

All equipment in the lab is viewable by the public. The production of all projects is therefore subject to viewing by the public. Limits may be set on the number of projects accepted based on staffing needs.

Printing Costs

- Printer project costs are rounded up to the closest approximate standard measurement. An estimate will be provided when the project is scheduled.
- Prints can be paid for using credit card, cash or check upon pickup of the completed project.
- Projects that cannot be completed due to mechanical error on the part of the equipment or lack of necessary supplies will not be charged. Projects will be re-attempted at the next open available time, up to a maximum of two times.
- Failure to collect and pay for a project will result in the cost of the item being added to the library card as a fine.

Innovation Lab

Rights & Responsibilities Waiver

Acknowledgement & Permissions

Parent/Guardian Name _____

Minor Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Participant/Parent/ Guardian Phone: (____) ____ - ____ (text / call)

Email: _____

BY SIGNING BELOW, I HEREBY CERTIFY THAT I HAVE READ THIS AGREEMENT, UNDERSTAND IT, ACCEPT ALL ITS PROVISIONS, AND VOLUNTARILY AGREE TO BE BOUND BY IT.

Minor Signature: _____

Signature of Parent/Guardian: _____

Today's Date: _____

Note: A signed waiver is only required for ages 16-17.