



# Granby Public Libraries Makerspace Patron Use Agreement

## Overview

The Cossitt Creation Station is Granby's makerspace for ages 16 and up. A makerspace is a place in which people with shared interests, especially in computing or technology, can gather to work on projects while sharing ideas, equipment, and knowledge.

## Confidentiality of User Records

Pursuant to *Connecticut General Statutes Sec. 11-25(b)*, identifiable personal information contained in the circulation records of the public libraries within the Consortium shall be confidential.

## Rules and Procedures of CCS

- Training is required before a patron may reserve any equipment for independent use. Equipment training can be scheduled with the Makerspace Technician and on the library website.
- Closed-toe shoes must be worn while in the makerspace.
- The Granby Public Libraries CCS Makerspace may only be used for lawful purposes. The public is prohibited from using the equipment in the CCS 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).
    - o Obscene or otherwise inappropriate for the Libraries' environment.
    - o 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.
- When reserving the makerspace 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.
- Most makerspace equipment is free to use except for the 3D printers, which require a materials fee. Materials for other machines can be provided at a cost. Please check with the Makerspace Technician for current pricing.
- Patrons may bring their own approved materials to use with makerspace equipment. Materials must be approved by the Makerspace Technician prior to use with the equipment.
- The workspace area of the makerspace is reserved for patrons using CCS equipment or software. All other individuals should use laptops available for check out on the upper level of the library.

- Users must save their work on an external memory source. Flash drives are sold at the Makerspace Technician desk. The Libraries are not responsible for any work that is unsaved, corrupted, or altered in the CCS.
- Makerspace 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 the Makerspace Technician.
- 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 makerspace cannot be borrowed or loaned out.
- Patrons must report any accident/incident that occurs in the makerspace to the Makerspace Technician or Branch Manager.
- CCS follows Granby Public Library food policy.
- Patrons will clean up their work area and stow the equipment if applicable after their project
- Patrons are not allowed to fix equipment. Broken equipment must be reported to the Makerspace Technician.
  - The Libraries are not responsible for any valuables left unattended.
  - These policies are subject to periodic review and change by the Library Board.

## **Procurement**

CCS materials will be selected based on the needs and interests of the library patrons and the community. The library welcomes input from the community concerning the materials and equipment. You can request the purchasing of materials by filling out the "Patron Suggestion for Purchase" slip available at the circulation desk. All suggestions are evaluated using the same selection criteria as for other materials and are not automatically added to the collection.

Due to limited storage space and staff, the library can only accept a limited number of donations. The library does not guarantee the permanence of a gift in the collection. The library will regularly evaluate the materials and equipment in the CCS and any that are not being utilized may be removed.

CCS materials and equipment may be reserved for use with a library program at any given time.

*Approved by Granby Library Board February 12, 2024*

# Granby Public Libraries- Cossitt Creation Station (CCS)

## WAIVER OF LIABILITY & HOLD HARMLESS AGREEMENT

I \_\_\_\_\_, hereby RELEASE, WAIVE, DISCHARGE, and COVENANT NOT TO SUE, Granby Library, and its agents or employees (hereinafter referenced as "Releasees") from any and all liability, claims, demands, actions, and causes of action arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or any of the property belonging to me, whether caused by the negligence of the Releasees or otherwise.

I hereby acknowledge that I am aware of the risks and hazards connected to the activities of t Creation Station. I am voluntarily participating in these activities with full knowledge of the hazards to my property and to me. I voluntarily assume full responsibility for any risk of loss, property damage, or personal injury, including illness or death, which may be sustained by me or my property whether caused by the negligence of the Releasees or otherwise.

By signing this Release, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement in its entirety. I understand it and sign it voluntarily. I am at least 16 years of age. I am fully competent, and I execute this Release for full, adequate, and complete consideration fully intending to be bound to its provisions. If any provisions of this Release are found to be unenforceable, the remainder shall be enforced as fully as possible and the unenforceable provisions shall be deemed modified to the limited extent required to permit enforcement of the Release as a whole.

Participant Name: \_\_\_\_\_

Participant Signature: \_\_\_\_\_

Guardian Signature (if under 18)\_\_\_\_\_

By this WAIVER AND RELEASE, I assume any risk, and take full responsibility and warranty of any and all claims of personal injury and death or damages due to my use of the Granby Public Library's "Cossitt Creation Station" equipment.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

*Approved by Granby Library Board February 12, 2024*



## Granby Public Libraries Cossitt Creation Station (CCS) Guidelines

- Anyone under the age of \*16 must be supervised by an adult- there must always be a 1 to 1 ratio of adult to \*minor.
- Please use **CAUTION**. Some devices are dangerous in operation. Please wait until the machines have fully **STOPPED** before interacting with them.
- You can only use equipment you are capable of using. This means you have either been trained by the Makerspace Technician or you have completed a competency check. To use any equipment, you must have signed the makerspace waiver.
- All equipment is free to use. Materials can be brought in (*must be approved by the Makerspace Technician*) or purchased.
- Do not touch projects you did not make without permission of the maker.
- For questions and information please see the Makerspace Technician.