

GROSSE POINTE PUBLIC LIBRARY Grosse Pointe Woods, Michigan

D.R.E.A.M. LAB USE POLICY

I. Introduction and Purpose of Policy:

The mission of the Grosse Pointe Public Library ("Library") is to provide quality Library services that support the cultural, educational and informational needs and interests of the community. The Grosse Pointe Public Library provides a D.R.E.A.M. Lab to support its mission to meet the evolving needs of our community through equitable opportunities for connection, lifelong learning and exploration. The use of the Grosse Pointe Public Library D.R.E.A.M. Lab is governed by the following rules and regulations. Patrons wishing to use the D.R.E.A.M. Lab, or any equipment contained within it, must read and sign this policy before they may use it as well as be trained on each machine they wish to use.

II. Use and Scheduling

A. Who Can Use the D.R.E.A.M. Lab

1. Any library patron may use the D.R.E.A.M. Lab pursuant to the requirements of this Policy ("Users").
2. All patrons aged 10 and up may use the D.R.E.A.M. Lab independently. Patrons aged 9 and under may use the D.R.E.A.M. Lab if supervised by a parent/guardian at all times. The adult is responsible for the actions of the child. All patrons between 10 and 17 must return a permission slip signed by their parent or guardian indicating they take responsibility for equipment and safety in the D.R.E.A.M. Lab.

All Patrons 18 and above must return the signed agreement acknowledging they read and understand the rules and expectations to make use of the D.R.E.A.M. Lab.

3. Patrons must have a valid Grosse Pointe Public Library card or valid MLibrary card in order to access the D.R.E.A.M. Lab.

B. Training on Equipment

1. To be trained how to use D.R.E.A.M. Lab equipment, a patron should schedule a training session with Library staff or attend one of the monthly sessions. The Library will keep a record of which pieces of equipment each patron is trained to use.
2. Once a patron is trained in how to use D.R.E.A.M. Lab equipment, he/she may use it independently.
3. Library staff will be happy to assist users of the D.R.E.A.M. Lab as time permits.

The Library staff has limited availability to provide this assistance on demand.

C. Scheduling.

1. When reserving the D.R.E.A.M. Lab or its equipment, scheduled Library programs have priority, followed by patrons who have made a reservation ahead of time. If the D.R.E.A.M. Lab room or its equipment is not reserved, it will be made available on a first-come, first-served basis, subject to staff availability.
2. The Library may ask Users to reschedule if the proposed time and/or date conflicts with a Library Event.
3. Use may not be scheduled more than one year in advance.
4. The D.R.E.A.M. Lab will be available for walk-ins based upon staff availability. Appointments may be scheduled outside of walk in times. All information regarding Lab hours will be available on the website.
5. Capacity of the D.R.E.A.M. Lab will be limited to 13 users at a time or at the Librarian's discretion.

III. Rules Regarding Use of D.R.E.A.M. Lab:

- A. Smoking and Fire. No smoking, candles, matches or any other use of fire shall be permitted in the D.R.E.A.M. Lab.
- B. Tobacco, Alcohol and Controlled Substances Prohibited. The Library prohibits the use of tobacco, alcohol and the illicit use of controlled substances in the D.R.E.A.M. Lab.
- C. Food and Beverages. No food or drinks are allowed in the D.R.E.A.M. Lab.
- D. Lawful Purposes. The Library's D.R.E.A.M. Lab may be used only for lawful purposes. The public is prohibited from using the D.R.E.A.M. Lab equipment to create material that is:
 1. Prohibited by local, state, or federal law.
 2. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others (such use may violate the terms of use of the manufacturer).
 3. Obscene or otherwise inappropriate for the Library environment.
 4. 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. The copyright law of the United States (Title 17, U.S. Code) governs the making of copies or other reproductions of copyrighted material. Users of the D.R.E.A.M. Lab or its equipment are solely liable for any infringement or copyright claims.

- E. Manufacturing Prohibited. The D.R.E.A.M. Lab is not a place to manufacture for any commercial purpose and has not been approved for that purpose.
- F. Use of D.R.E.A.M. Lab Equipment. Patrons will not modify the D.R.E.A.M. Lab's hardware or software, or install new programs onto the computers. D.R.E.A.M. Lab equipment may not be left unattended while it is in use; a patron aged 10 and older must stay with it at all times. Any work saved on Library computers will be deleted once the computer is turned off and cannot be recovered. Patrons must save their files on an external storage device.
- G. Accidents/Breaking of Equipment. If D.R.E.A.M. Lab tools or equipment break, or if any accidents occur while using the D.R.E.A.M. Lab, let Library staff know immediately.
- H. Disruption Prohibited. Patrons must be respectful of other patrons, and do not disrupt someone's work. All patrons must clean their work area and all equipment before leaving. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave.
- I. Clean Up. It is the User's responsibility to leave the space in the condition in which they found it or as directed by library staff.
- J. Library Policies. Users shall observe all rules of conduct and policies applicable to Library patrons.
- K. No Discrimination. The Library will not discriminate against any User and at all times will obey the applicable local, state, and federal laws.

IV. Fees:

- A. Access to the D.R.E.A.M. Lab is free but use of library provided materials (eg: filament, vinyl, button making supplies) may come with a fee. See D.R.E.A.M. Lab Fee Schedule for current rates.
- B. Patrons may bring their own materials to use with D.R.E.A.M. Lab equipment if they wish. When doing so, patrons should show the material to Library staff before using it so they can make sure it can be used safely with that particular piece of equipment.

V. Library Disclaimer and Patron Liability:

- A. The Library is not responsible for any injuries caused during use of equipment or the D.R.E.A.M. Lab. Patrons are responsible for following all safety guidelines and exercising appropriate caution with D.R.E.A.M. Lab equipment. Patrons use the space and equipment at their own risk. User agrees to release and hold the Library Harmless from any and all claims for personal injury or property damage.

- B. The Library is not responsible for any damage to a patron's materials or files or for any manufacturing defects.
- C. If the D.R.E.A.M. Lab or its equipment is found to be damaged or missing when a patron is finished using it, the patron will be liable for the damage and shall promptly reimburse the library for any losses incurred.

D.R.E.A.M. LAB AGREEMENT

Access to the D.R.E.A.M. Lab is a privilege and not a right. The D.R.E.A.M. Lab policy is posted on the Library website, and users are responsible for learning and following the policies. Knowingly or unknowingly violating D.R.E.A.M. Lab guidelines does come with consequences. Possible consequences include being asked to leave for the day, being banned from the space and/or potential legal action. The Library reserves the right to deny D.R.E.A.M. Lab access if a patron violates any part of the D.R.E.A.M. Lab policy, or for any other misuse of the space, as determined by Library staff.

By signing this Policy, I indicate that I understand the terms of this Policy and agree to abide by it when using the equipment.

Borrower's Name

Library Card Number

Borrower's Signature

Date

Phone Number

E-mail address

Parent or Legal Guardian's Signature (if under 18)

Parent/Guardian's Name

Library Card Number

Parent/Guardian's Signature

Date

D.R.E.A.M. LAB FEE SCHEDULE

Before use, all materials not provided by the library must be evaluated by a staff member to make sure they are compatible with the library's devices.

3D Printer

The library will provide filament for the 3D printer but colors will vary. Specialty filament colors will need to be supplied by the patron and need approval as above.

Cricut Maker

The Library will provide basic vinyl for the Cricut maker. Any specialized colors or materials will need to be provided by the patron and need approval as above.

Sewing/Embroidery Machine

The library will provide embroidery thread, needles, bobbin thread and hoops free of charge. You must supply your own fabric/materials.