**Mid Lab Makerspace User Agreement**

The MID Lab makerspace provided by Grace A. Dow Memorial Library **is a collaborative area for making and exploring using high-tech or no-tech tools for patrons ages 12 and older. GADML’s goal for MID Lab is to bring community members together in one space to encourage creativity and learning without purchasing the equipment themselves.**

Acceptance of and compliance with these provisions are required for your use of the space.

**Eligibility**

1. Library patrons with a Library card in good standing, ages 12 and up, can use the Makerspace.
2. To use the equipment and materials in the Makerspace, a customer must register online. By registering, the user agrees to the MID Lab User Agreement, viewable as an attachment on the registration page.
3. Users ages 12-17 must have a legal guardian register them for a MID Lab session. The guardian will assume all User Agreement responsibilities for the minor.
4. Children under the age of 12 are not permitted to use the equipment or be left in the Makerspace unattended or unsupervised.

**Rules of Use**

1. Use of the Makerspace is subject to the rules in this User Agreement, Grace A. Dow Memorial Library’s (GADML) Code of Conduct, GADML’s Internet Policy, and any other applicable Library policies and procedures. Failure to abide by all applicable policies and practices will result in suspension or loss of MID Lab privileges.
2. MID Lab users agree to respect all applicable copyright laws, licensing agreements, and intellectual property laws. Users are responsible for obtaining their own protections for any intellectual property developed in MID Lab.
3. Users agree not to use the Makerspace in violation of any local, state, or federal ordinances, regulations, or laws. Users further agree not to use the equipment for inappropriate projects in a public setting or tasks that create a disturbance. GADML has the right to halt, delete or prohibit the creation of items that violate library policy, including the creation of weapons and illegal items.
4. Users agree to abide by the maker space and equipment safety guidelines. Some of the equipment 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 equipment, tools, and the materials therein.
5. The Library makes limited materials available for purchase. At this time, GADML only approves the use of Glowforge-approved materials. A limited number of Glowforge-approved materials will be available for purchase. Users must pre-purchase project materials prior to their MID Lab Glowforge session.
6. All charges and materials required for staff-led MID Lab programs will be listed in the library program registration information. If any additional fees are identified after MID Lab programs run by library staff registration are closed, registered participants will be notified prior to the program’s start time.
7. Users agree to accept financial responsibility for any misuse or damage to MID Lab computers and equipment. The user also agrees to accept the GADML staff’s assessment of the cost for misuse or damage.
8. Use of the MID Lab is intended for discovery, learning, entertainment, and prototyping. Commercial activity is prohibited. No more than 10 copies of a project are allowed. Anything over that number is considered to be a commercial activity.
9. Grace A. Dow Memorial Library does not accept responsibility if a project is destroyed, does not print correctly, or does not work, and will not refund costs or supplies.
10. The computers located in the MID Lab have specialized software programs intended for patrons using Makerspace equipment. Only these computers may be used with Makerspace equipment or programs.
11. Project designs and files generated in conjunction with makerspace projects must be saved to a flash drive, cloud storage, or the customer’s email. Files left on the computer desktop will not be saved. Flash drives are available for purchase at the circulation desk if needed.
12. Users must pay any project costs upfront before using the equipment.
13. Users agree to be courteous to other Makerspace users and Library patrons.
14. Projects and materials left in the MID Lab will be disposed of on the first of the month.
15. No food or drinks are allowed in the MID Lab.

**Checking In, Reservations, and Session Length**

1. Patrons are required to register online for each MID Lab session.
2. The Library reserves the right to reserve equipment for programs and special events. The Library does not guarantee the availability of any equipment in the Makerspace. Equipment availability is on a first-come, first-serve basis.
3. The use of Makerspace equipment is limited to two hours per piece of equipment or computer. The Library reserves the right to extend or reduce session length at its sole discretion.

Grace A. Dow Memorial Library reserves the right to change, modify, or revise the terms of this agreement as it deems fit or necessary.

**Customer information here:**

I have read this release, have no questions about its meaning, and voluntarily accept the terms of this release by registering myself or my legal ward for a MID Lab session or program.

Any MID Lab user under eighteen (18) years of age must have a legal guardian sign this GADML Makerspace User Agreement on their behalf.

I acknowledge that I am the legal guardian of the registered person. I state that I have read the above GADML MID Lab Makerspace User Agreement, have no questions about its meaning, and voluntarily consent to and accept the terms of this MID Lab Makerspace User Agreement by completing this online registration.