THE S.T.E.A.M. LAB

MakerSpace Policies,

Safety Procedures,

and

User Agreement Form

MAKERSPACE POLICIES

PURPOSE

The purpose of the STEAM Lab is to provide library patrons access to innovative and creative tools and technologies that support their educational and personal goals and endeavors in the areas of Science, Technology, Engineering, Arts, and Math (STEAM).

ELIGIBILITY

The STEAM Lab is available to Library patrons ages 7 and up. An adult must accompany users under age 18 at all times. Users under age 18 must have a parent or legal guardian sign the agreement form. A Pioneer Library System library card is not required to use the STEAM Lab, but you must present a valid school or government issued identification. The library staff will hold this ID while you are using the lab. A 15 minute safety orientation by library staff is required prior to your first use of a new technology or tool in the STEAM Lab.

RULES

• The STEAM Lab is open during normal library hours but closes 30 minutes prior to library closing.
• No food or drinks of any kind are permitted.
• A valid photo ID must be presented to Circulation staff prior to use of the STEAM Lab. This individual will be considered the main user and is responsible for any damage or misuse of the equipment, even if a group is working on a project together. Users must not leave equipment unattended while it is checked out to them.
• If a computer is not working or you are having trouble with the equipment, please contact staff at the front desk.
• It is the responsibility of the library patrons to delete and/or remove any of their files (digital or print) from library equipment in the STEAM Lab.   The library is not responsible for equipment or files (digital or print) left behind.
• Temporary storage is available for STEAM Lab users. However, all equipment that contains storage capability will be erased upon return to library staff and once erased, data cannot be recovered. It is recommended that users erase all data before returning equipment to staff.
• Be respectful to the next person coming to use the STEAM Lab. Save your work in a timely manner. Please note that larger files take longer to save. Any work saved on the library computer will be deleted once you are logged off and cannot be recovered.

USE AGREEMENT

First time users must read the STEAM Lab Policy and Rules and sign the agreement form stating they will comply with the rules and that they are financially responsible for any misuse or damage to equipment. Users younger than 18 must have a parent or legal guardian sign the agreement form and be supervised at all times by a parent or guardian. At the discretion of the library staff, loss of library privileges may occur. Severe violations may result in legal action. Appeal of this decision may go to the Library Board.

Computer Users agree to:
• Be Courteous to other library patrons.
• Comply with all rules, procedures, and restrictions developed by the library staff and or board.
• Users accept responsibility for the security of the information they give on the web, such as personal information and credit card numbers.
• Respect copyright laws and licensing agreements.

Computer Users agree to NOT:
• Send or receive offensive, pornographic, or illegal information.
• Use the Library's computers for illegal activities, advertising, lobbying, commercial purposes or funded research.
• Modify library hardware or software.

CONDITIONS OF SERVICE

The STEAM Lab may be used in two-hour increments during open shop time, unless prior arrangements and/or reservations have been made. Patrons are required to check in at the circulation desk and present a valid ID. No more than ten (10) people may be in the room at one time. Reservations are highly recommended due to regularly scheduled workshops.

Users must provide their own external storage devices and/or media. All images, videos, recordings and projects will be removed from the STEAM Lab terminals after use.

The Phelps Community Memorial Library will:
• Train and assist patrons in using the STEAM Lab resources to the extent that time, other duties, and patron demands will allow.

The Phelps Community Memorial Library will NOT:
• Accept responsibility for damage to a user's disk or user's computer, nor for the loss of data or information, nor for liability that occurs from the patron's use of the library's Internet connection or library software or hardware.
• Accept responsibility for medical liability.
• Assist in the transporting or transferring of supplies, equipment, or furniture to and from the STEAM Lab.

SAFETY PROCEDURES

USE PROTECTIVE GEAR. DRESS RIGHT.
• Wear eye protection at all times.
• Do not wear loose-fitting clothing around moving or rotating machinery.
• Remove ties, jewelry, gloves, etc. especially around moving or rotating machinery.
• Tie back or cover long hair to keep it away from moving machinery.
• Wear only shoes that cover the entire foot, no open-toe shoes or sandals.
• Wear suitable gloves when handling hot objects, glass, or sharp-edged items.
• Wear appropriate clothing for the job.

REPORT ALL INJURIES.
• Do not attempt to remove foreign objects from the eye or body.
• If chemicals or airborne particles get in the eye(s), wash eye(s) for 15 minutes in an open flow of water before proceeding or medical treatment.

PREPARE.
• Safety is your top priority when using the shop. If you are not sure what you are doing, ask.
• Know all the locations of all first aid, fire, and safety equipment.
• Never use a tool unless you've been trained to use it safely.
• Sign in before using any equipment.
• Do not work in the shop if tired, or in a hurry.
• Do not fool around, startle, or distract anyone (not even with a conversation) while either one of you is using a tool.
• Think through the entire job before starting. Prepare prints or drawings with all dimensions and specifications prior to using machines.

USE TOOLS CORRECTLY.
• Use tools only as they were designed to be used. (A wrench is not a hammer.)
• Never use a broken tool. Report any broken tools or machines immediately.
• Do not remove tools from the room.
• Never walk away from a machine or tool that is still turned on.
• A hard hammer should not be used to strike a hardened tool or any machine part. Use a rubber mallet.
• Operate machine only with all required guards and shields in place.

CLEAN UP.

• Clean up every time whenever you leave an area, including sweeping the floor. Clean and return all tools to where you got them.

• Shut off and unplug machines when cleaning.

• Never use a rag near moving machinery.

• Use a brush, hook, or a special tool to remove chips, shavings, etc. from the work area. Never use the hands.

• Keep fingers clear of the point of operation of machines by using special tools or devices, such as, push sticks, hooks, pliers, etc.

• Keep the floor around machines clean, dry, and free from trip hazards. Do not allow chips to accumulate.

• Mop up spills immediately and put a wet floor sign over them if they are wet enough to cause someone to slip.

USER AGREEMENT FORM

Please print and sign to confirm that you have read, understood, and agree to the STEAM Lab's policies and safety procedures. Once signed, bring this form in during your safety orientation, or you may scan it and send a copy to pcmlsteamlab@gmail.com.

By signing this Agreement, you agree to comply with The STEAM Lab's Policies, Rules, and Safety Procedures, which you acknowledge to have received. The Phelps Community Memorial Library reserves the right to update and modify STEAM Lab policies and rules, and the most recent policies and rules should be reviewed before each use of the facility.

Print Participant Name _____

Participant Signature _____

Date _____

Print Guardian Name _____

Guardian Signature _____

Address _____

Phone No. _____

Email Address _____

LIABILITY WAIVER

You are required to read the following information very carefully and make sure that you understand it fully and sign it before participating in this activity or program.

I, _____ , agree to abide by the Phelps Community Memorial Library STEAM Lab policies. I am fully aware that participation in the STEAM Lab may result in risk of personal injury or harm. In consideration of being granted the opportunity to participate, I hereby agree to release and hold harmless the Phelps Community Memorial Library, its officers, employees, volunteers, committees and boards, from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys' fees) for bodily injury and/or property damage, to the extent permissible by law.

This indemnification and hold harmless agreement shall include indemnity against all costs (including without limitation, reasonable attorney's fees and court costs), expenses and liabilities incurred in or in connection with any such claim or proceeding brought thereon and in defense thereof.

I have read and understand this release, indemnification and hold harmless form and I voluntarily sign it. I hereby give permission to the Phelps Community Memorial Library for emergency transportation and/or treatment in the event of illness or injury and this release extends to any liability arising in connection with such transportation and/or treatment. I hereby accept responsibility for the payment of any emergency transportation and/or treatment. I further certify that I am in good physical condition, and have no medical or physical conditions that would restrict my participation in this activity or program.

Print Participant Name _____

Participant Signature _____

Date _____

Print Guardian Name _____

Guardian Signature _____

Date _____