



Lincoln Public Library

Makerspace User Agreement Form

The Makerspace is available to members who meet the following requirements:

- A Lincoln Public Library card in good standing.
- 14 years of age or older. Users under the age of 14 must be accompanied by a parent or guardian at all times. The parent or guardian will be considered the primary user.
- Completion of the Makerspace User Agreement form.
- For minors between the ages of 14-17 using the space independently, the signature of a parent or legal guardian is also required.

User Information: Please Print

Name: _____

First Name Last Name

Date of Birth: ____/____/____

(MM DD

Library Card #: _____

Phone #: _____

Email Address: _____



Please review the practices and guidelines set forth below.

Acceptance of, and compliance with these provisions is required for your use of the makerspace and the tools, equipment and materials provided within.

- The Makerspace is subject to LP Library Use Guidelines – Code of Conduct and Internet Use (BRD-15), Library Membership and Use (BRD-22) and 3D Printing (BRD-29) policies.
 - Users under the age of 14 must be accompanied by a parent or guardian at all times. The parent or guardian is considered the primary user and must supervise any children in their care while in the makerspace.
 - Prior to using the Makerspace, the user must complete a Makerspace User Agreement form. A nonblocking note will be placed in the user's library account indicating that a signed agreement form is on file.
 - Upon arrival to the Makerspace, the primary user is required to check-in with a staff person and present his or her Lincoln Public Library card. Library cards are not transferable.
 - Equipment must be used in the Makerspace and cannot be taken off-site.
 - Makerspace equipment is available on a first-come first-served basis.
 - The user may access Makerspace equipment for a maximum of 2 hours per day. Extensions may be granted based on availability and at the discretion of library staff.
 - The library reserves the right to make advanced reservations for programs and events.
 - Makerspace computers are reserved for makerspace activities only and are not available for general computer use such as email, word processing, internet browsing, social media, etc.
 - All files on Makerspace computers will be wiped clean after each session. Users are responsible for saving their own work to an external storage device such as a USB.
 - Consumable materials, such as filament and adhesive vinyl, will be provided free of charge on a limited basis.
- Filament is limited to 2 hours of daily print time
 - Adhesive vinyl is limited to a maximum of 12x12 inches per day
 - All 3D printer and vinyl cutter jobs must be approved by staff.
 - All 3D prints must be completed 30 minutes prior to closing time. No print jobs are to be sent with less than 30 minutes to closing.
 - 3D printed items that are not picked up within 14 days will become property of the Library.



- The library does not accept responsibility if a project is destroyed, does not print or cut correctly, does not work, or if any of the users' personal equipment or materials are damaged while accessing any of the library's makerspace equipment.
- The Makerspace may be used for lawful purposes only and cannot be used to create content that is:
 - Prohibited by provincial or federal law
 - Unsafe, harmful, dangerous, or poses an immediate threat to the wellbeing of others.
 - Obscene or otherwise inappropriate for the Library environment.
 - The user assumes responsibility for complying with applicable intellectual property laws.



By signing this user agreement, you the user, and/or the parent or legal guardian signing on behalf of your child, agree to:

- Comply with this Makerspace Agreement Form and 3D Printing Policy as well as any subsequently published Makerspace practices or policies relating to the Lincoln Public Library Makerspace.
- Be held liable should any damage be incurred to either the space or the equipment resulting from the lack of knowledge, familiarity, or training with the space, and the equipment occupying the space.
- Return equipment in the same condition in which it was issued, barring normal wear and tear, and agree to pay the costs associated with the equipment damage, loss, or cleaning, if the user's intentional or negligent actions caused the damage or loss.
- Release and hold the Library harmless from any claims of personal injury, property damage, or any other loss in connection with the use of the Makerspace, including the equipment, tools, and materials therein. I, the undersigned, agree to take full responsibility for the actions of myself and/or my child. I am aware that Lincoln Public Library staff may temporarily or permanently suspend access to persons who fail to follow the established guidelines and rules set out in this form.

Name (Please print): _____

Signature: _____

Date: ____/____/____

(MM DD YY)

If user is between 14 and 17 years of age:

Parent or legal guardian's name (Please print): _____

Parent or legal guardian's signature: _____

Date: ____/____/____

(MM DD YY)

The personal information contained on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act, 1990.

MFIPPA\Regulations 29. This information will only be used for the provision of library services and programs by Brampton Library. Questions about this collection should be directed to the Chief Executive Officer, Lincoln Public Library, 5020 Serena Drive, Beamsville, ON L0B1R0.