



The purpose of the Imagine Lab is to provide open access to information and various technologies to enhance professional, personal and educational goals for all ages. It is a place to gain hands-on experience, knowledge and skills, and to make stuff! We encourage socialization, creativity and tinkering in the Imagine Lab.

#### **Conditions of Use:**

- Patrons must have a valid Champaign County Library card to use the Lab.
- A signed release form must be on file for each user. Those under 18 must have a parent's signature.
- All patrons aged 13 and up may use the Lab independently. Patrons aged 12 and under must be under an adult's supervision at all times.
- Patrons must check in with Library staff on duty when entering the Lab.
- The Lab is available by appointment; however, if no appointments are scheduled or the scheduled patron is over 15 minutes late, patrons may use the lab as time allows.
- The Lab will close 1 hour before the library closes. Please make sure your work is completed and your work area is cleaned before this time.

#### **Materials & Fees:**

- Lab tools and devices are free to use. The library has a limited amount of materials available for a small fee.
- Some equipment requires patrons to provide their own materials.
- Patrons may bring their own materials to use with the majority of Lab equipment; however, Library staff must approve it prior to use. There will be a small fee if consumables, such as ink, are used.
- *The Library only accepts payments by cash or check.*
- The library will not offer refunds for supplies used.

#### **Equipment Use & Safety Measures:**

- Library staff are always present when the Lab is open. Library staff will offer assistance with equipment and technology as time permits.
- Basic instructions are available for each piece of equipment. Patrons are expected to learn how to use the equipment without assistance from staff. (with some exceptions)
- Some equipment may require training before a patron may use it. To be trained how to use such equipment, a patron should schedule a training session with Library staff or attend a demonstration.
- Patrons are not to modify any hardware or software on the Lab computers.
- Lab equipment may not be left unattended while it is in use.
- Only library computers may be connected to the machines.
- If the Lab or its equipment is found to be damaged or missing when a patron is finished using it, that patron may be subject to a fee.
- If Lab tools or equipment break, or if any accidents occur while using the Lab, let Library staff know immediately.
- The Library does not accept responsibility if a project is destroyed, does not print correctly, does not work, or if any of the patron's personal property is damaged or destroyed while using any of the Library's equipment.
- Any work saved on the Library computers will be deleted. Patrons must save their files on an external storage device.
- Patrons will follow all posted safety procedures and abide by the guidance of the Library staff in charge.

**Restrictions:**

- The Lab may be used for only lawful purposes. Patrons are prohibited from using the Lab equipment to create material that is:
  - a) Prohibited by local, state, or federal law.
  - b) Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others (such use may violate terms of the use of the manufacture).
  - c) Obscene or otherwise inappropriate for the Library environment.
  - d) 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 Library reserve the right to halt, delete, or disallow the creation of items that violate the Champaign County Library polices, including the creation of weapons, obscene materials or illegal items.
- No food or drinks are allowed in the Lab.

**Imagine Lab Agreement:**

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

\_\_\_\_\_  
Patron’s signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patron’s name (printed)

\_\_\_\_\_  
Library Card Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-mail address

**Parent or Legal Guardian’s Signature (if under 18)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*The library reserves the right to change this policy at any time.*