

LEARNLAB POLICY

PURPOSE

The Smithtown Library and the Friends of The Smithtown Library provide the Library's community access to new and emerging technologies. It is the Library's hope to inspire an interest in design as well as to assist the community in transforming creations to life through the technology provided in the LearnLab.

POLICY

Appropriate Use

The use of the LearnLab is available for all The Smithtown Library cardholders in good standing. Equipment may only be used for lawful purposes. Use of the space does not equate endorsement by the Library of the creations made. The views and opinions expressed by patrons using the LearnLab do not necessarily reflect the views and opinions of the Library or any of its officers or employees.

Unacceptable use of the LearnLab includes but is not limited to:

1. Creating materials prohibited by local, state, or federal law;
2. Creating materials that are unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others; such use may violate the terms of use of the manufacturer;
3. Creating obscene materials or otherwise inappropriate for the library environment;
4. Creating materials in violation of intellectual property rights; objects that would violate patents, copyrights, trademarks, registered designs, or other proprietary objects;
5. Operating an on-going business or using the room to promote any product, service, business, or pecuniary interests.

The Library reserves the right to review, refuse, or confiscate projects requested or brought into the LearnLab. Use of the LearnLab not consistent with the Library's policies and procedures may result in loss of privileges.

Operation of Technology

Patrons should be familiar with the technology they intend to use and are required to review any related training videos and modules. Staff is available to explain how to use equipment and will make instructional materials, such as manuals, accessible upon request.

Certain equipment in the LearnLab is limited to staff operation only. Equipment designated for patron use may necessitate staff supervision, instruction, or training prior to or during use. General usage and safety guidelines are posted in the LearnLab; strict adherence is required. Any issues or accidents in the room should be reported to Library staff immediately. Patrons may be held responsible for the repair or replacement cost of missing or damaged equipment.

Library staff manage all hardware and software in the LearnLab. Staff will consider modification requests, but reserve the right to refuse requests. Users are not permitted to modify hardware or software, or install new programs onto equipment. Any work saved on the computers in the LearnLab will be deleted when logged off and cannot be recovered. Users must provide their own external storage devices. Library staff will have the right to examine and approve patron external storage devices and materials.

Hold Harmless

The Library holds no responsibility for damage to patron materials, or for any loss of data or information. Users of the LearnLab will hold harmless and indemnify the Library as to all claims, actions, and judgments which accrue against the Library related to the use of Library software or hardware.

PROCEDURES

Appointments may be required for use of certain equipment and must be made at least 24 hours in advance with a limit of five 1-hour appointments in a month. The LearnLab is a shared space; an appointment for one piece of equipment is not to be considered an appointment for all of the technology, nor a reservation of the entire room for private use. The Library reserves the right to photograph or record any works created in the space for promotional purposes.

The LearnLab is open to everyone; however, with the exception of program attendance, patrons under the age of 12 must have a parent or guardian present who will be responsible for that child while in the space. Every patron that uses equipment in the LearnLab, no matter how brief, must sign this policy. Patrons under the age of 18 must arrive to their appointment with this policy signed by a parent or guardian.

Food and drink are not permitted in the LearnLab. The LearnLab closes one hour before the Library's closing. Patrons are expected to leave the space in the condition existing when they entered it.

Submission Projects

Please note that there is no guarantee of anonymity. Projects may be observed by Library staff and patrons utilizing the Library or LearnLab while being developed. Staff may review projects and advise patrons to make changes if any problems are foreseen. No refunds or credits will be given for unsatisfactory results.

Costs

Fees may be charged for some materials and services, as posted in the LearnLab.

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By signing below, you are agreeing to the policies and procedures of the LearnLab as listed above.

Name: _____ Barcode: _____
Please Print

Signature: _____ Date: _____
If under the age of 18, signature of parent/guardian

Policy 700-600
Adopted: 9/21/2021