

CREATE SPACE

Terms of use



Jefferson County
PUBLIC LIBRARY

As a user of Creative Technology at Jefferson County Public Libraries, which includes but is not limited to a maker space, a workshop, class, or other event, I understand and agree to the following:

- The primary function of **Creative Technology** is to provide the community with space and tools for collaborative learning, skill building, DIY projects and prototyping. I understand that **Creative Technology** facilities are not to be used for commercial manufacturing purposes.
- I will comply with the “*Creative Technology General Safety Guidelines*”, all machine-specific safety rules, and any other safety expectations and guidelines conveyed to me by staff. Active supervision by a parent or adult guardian is required for **Creative Technology** users under 14 years old. I will not touch or use any equipment until I have been properly trained and evaluated on its use. I agree that if at any time I am unable to safely utilize the equipment, I will immediately notify staff.
- If I damage or destroy any equipment or facilities as a result of my negligence or carelessness, I may be responsible for the cost of the repair or replacement.
- I am voluntarily choosing to expose myself to the risks associated with working around dangerous equipment, including but not limited to: rotating machinery; moving tools and blades; flying, hot and sharp objects; and eye, lung and tripping hazards.
- **Creative Technology** resources include but are not limited to supplies and materials necessary for the operation of the equipment and for classes. Additional supplies may be provided on a limited basis at staff discretion. **Creative Technology** users are encouraged to bring their own project supplies that meet identified standards.
- I am responsible for backing up my data to an external source and removing personal project materials from **Creative Technology** equipment before leaving. Jefferson County Public Libraries does not provide storage for users, and staff are not responsible for any loss of media, data, or personal materials in Creative Technology or any other part of the library.
- While working in **Creative Technology spaces**, I am responsible for adhering to the copyright law of the United States (Title 17, U.S. Code) that governs all reproductions of copyrighted material.
- **Creative Technology** is governed by the same policies and guidelines as our other Jefferson County Public Library facilities, spaces and services. Access to **Creative Technology** and its contents may be limited by reservations or library-affiliated classes.
- My access to **Creative Technology** may be suspended or revoked by staff if I fail to meet the terms of this user agreement or if at any time a staff person evaluates my use of **Creative Technology** as unsafe.
- By entering the library premises, I acknowledge and consent to the library’s right to photograph or record for promotional or security purposes. The library is committed to respecting privacy and will make reasonable efforts to ensure that no personally identifiable information is disclosed without explicit consent.
- I must inspect equipment before use and promptly report any defects or malfunctions to library staff.

- Create Space staff has the authority to examine ongoing projects and works in progress to ensure they follow the guidelines and policies. As owners of the projects, I must give reasonable access to relevant materials and information during these inspections to help evaluate compliance.

Purpose of Inspections: Staff may conduct inspections to ensure compliance with guidelines and policies, promoting safety and adherence to standards.

Access to Project Area: During an inspection, project owners should promptly provide access to their projects and work areas, ensuring a clear and safe path for staff to assess the project.

Project File Review: Project documentation and digital files will be reviewed to ensure they align with library guidelines.

Compliance Assessment: The inspection will assess the project for compliance with safety regulations, ethical considerations, and Create Space guidelines. Identified issues or concerns will be communicated promptly to the project owner.

Immediate Corrective Actions: In cases where immediate corrective actions are necessary to address safety or policy non-compliance, project owners will be informed, and cooperation is expected to resolve the issues promptly.

Privacy and Confidentiality: Staff will respect the privacy of project owners and handle project-related information with confidentiality. Only information directly relevant to the compliance assessment will be considered.

- The library reserves the right to refuse service, temporarily or permanently, at its discretion and based on my compliance with the agreement.

The signee confirms that they have read and understood the guidelines for the space.

Name

Date