

Tech Lab Policy

General Statement

The purpose of the Mount Clemens Public Library is to provide equitable access to the residents of the City of Mount Clemens of popular materials in all formats, programs and services both in and out of the library building, and encouraging and supporting the diverse needs of our community.

The Mount Clemens Public Library provides a Tech Lab to support our mission to provide programming and for the support of the diverse interests of our community. The use of the Mount Clemens Public Library Tech Lab is governed by the following rules and regulations. Patrons wishing to use the Tech Lab or any equipment contained within it, must read and sign this policy before they may use it as well as be trained on each machine they wish to use.

Use and Scheduling

Who can use the Tech Lab

- Any library patron may use the Tech Lab pursuant to the requirements of this policy.
- All patrons aged 13 and up may use the Tech Lab independently. Patrons aged 12 and younger may use the Tech Lab if supervised by an adult at all times. Minors must be appropriately supervised. The adult is responsible for the actions of the minor user.
- Patrons must have a current Mount Clemens Public Library card to access the Tech Lab.

Training on equipment

- To be trained how to use the Tech Lab equipment, a patron should schedule a training session with Library staff or attend one of the monthly training sessions. The Library will keep a record of which pieces of equipment each patron is trained to use.
- Once a patron is trained in how to use a piece of equipment, they may use it independently.
- Library staff will be happy to assist users of the Tech Lab as time permits. The Library staff has limited availability to provide assistance on demand.

Scheduling

- When reserving the Tech Lab or its equipment, scheduled Library programs have priority, followed by patrons who have made a reservation ahead of time. If the Tech Lab room or its equipment is not reserved, it will be made available on a first come, first served basis, subject to staff availability.
- The Library may ask users to reschedule if the proposed time and/or date conflicts with a Library Event.
- The Tech Lab is available during regular Library hours only. The Tech Lab will be closed and locked 15 minutes prior to the Library closing. Please make sure your work is completed, all equipment is turned off and your work area is cleaned before this time.
- Users may not schedule blocks of use more than one month in advance.

Rules regarding use of Tech Lab

- Use of flames, smoking, candles, or matches or any other use of fire shall not be permitted in the Tech Lab.
- No food and/or beverages are allowed in the Tech Lab.
- The Library's Tech Lab may be used only for lawful purposes. The Public is prohibited from using the Tech Lab equipment to create material that is:
 - Prohibited by local, state, or federal law.
 - Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others (such use may violate the terms of use of the manufacturer.
 - Obscene or otherwise inappropriate for the Library environment.
 - 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. Users of the Tech Lab or its equipment are solely liable for any infringement of copyright claims made under the Copyright law of the United States (Title 17, U.S. Code).
- Manufacturing for commercial sale or profit is prohibited.
- Patrons will not modify the Tech Lab's hardware or software, or install new programs onto the computers. Tech Lab equipment may not be left unattended while it is in use; a patron aged 13 years or older must stay with it at all times. Any work saved on Library computers will be deleted once the computer is turned off and cannot be recovered. Patrons must save their files on an external storage device.
- If Tech Lab tools or equipment break, or if any accidents occur while using the Tech Lab, let Library staff know immediately.
- Patrons must be respectful of other patrons, and do not disrupt other patrons' work. All patrons must clean their work area and all equipment before leaving. Users making excessive noise that disrupts normal Library operations or other patrons' use of the Library may be asked to leave.
- It is the users responsibility to leave the space in the condition in which they found it or as directed by Library staff.
- Users shall observe all rules of conduct and policies applicable to the Library patrons.
- The Library will not discriminate against any user and at all times will obey the applicable local, state, and federal laws.

Fees

- Access to the Tech Lab is free but use of Library provided materials (e.g. Filament, vinyl, other supplies) may come with a fee See Tech Lab Fee Schedule for the current rate.
- Patrons may bring their own materials to use with Tech Lab equipment if they wish. When doing so, patrons should show the material to Library staff before using it to ensure it can be used safely with that particular piece of equipment.

Liability

- The Library is not responsible for any injuries caused during the use of equipment or the Tech Lab. Patrons are responsible for following all safety guidelines and exercising appropriate caution with Tech Lab equipment. Patrons use the space and equipment at their own risk. User agrees to release and hold harmless the Mount Clemens Public Library from any and all claims for personal injury or property damage.
- The Library is not responsible for any damage to a patron's materials or files or for manufacturing defects.
- If the Tech Lab or its equipment is found to be damaged or missing when a patron is finished using it, the patron will be liable for the damage or missing property and shall promptly reimburse the library for any losses incurred.

