

## **Hickory Public Library Learning Lab Policy**

### **Purpose**

Hickory Public Library's Learning Lab provides access to tools and technology that support learning, creativity, connection, and accessibility through hands on learning. To use the Learning Lab, all patrons must read and sign the Learning Lab Policy, stating that they will abide by the rules and regulations of this policy or risk not being able to use the Learning Lab. Staff may deny use of the Lab for any reason. The Library reserves the right to change this policy at any time.

### **Eligibility**

- The Learning Lab is available to library patrons ages 7 and up. An adult must accompany users younger than age 12 at all times.
- A current Hickory Public Library card is required for use of the Learning Lab.
- Patrons must sign the user agreement policy and participate in a free orientation session conducted by library staff before using the Lab.

### **Rules**

1. Users are expected to follow rules and regulations as set forth in the Library Use Guidelines and Internet Use Policy, available on the library's website or from library staff.
2. No food or drink is allowed in the Learning Lab.
3. The Learning Lab is open during normal Library operating hours. The Lab is staffed during specific times of the day/week. Priority for Lab use will be given to Library programs. The Lab closes 15 minutes before the Library closes.
4. Some equipment requires advance reservation. An updated list of available equipment and reservation requirements will be kept on the Library's website and in the Learning Lab.
5. Equipment may not be removed from the Learning Lab.
6. The Library is not responsible for damage to user's equipment, loss of data, nor for liability that occurs from the patron's use of Library provided technologies/equipment.
7. Individuals will be held responsible for malicious tampering and/or damage of equipment.
8. It is the user's responsibility to delete and/or remove any personal files or property (digital or print) from Library equipment. Files left behind will be deleted by staff.
9. The Learning Lab may be used only for lawful purposes. The public is prohibited from using the Lab to create material that is:
  - prohibited by local, state, or federal law
  - unsafe, harmful, or dangerous
  - inappropriate for the library environment
  - or in violation of another's intellectual property rights.

10. Only materials approved by and supplied by the Library (papers, inks, filaments, etc.) may be used in Library equipment. Users are responsible for the costs of materials used. A current fee schedule is available on the Library website.

**Use Agreement**

By signing this agreement, you acknowledge that you have read the attached policy concerning use of the Learning Lab and agree to abide by its terms.

By signing this agreement, you acknowledge that participation in lab equipment may result in risk of personal injury and hereby agree to release and hold harmless the Hickory Public Library, its offices, employees, volunteers, committees, and boards from all liability and claims.

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Print Participant Name

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Participant Signature Date

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Print Guardian Name

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Guardian Signature Date

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Library Card Number