

This lab is a ***collaboration*** between Infocomm Media Development Authority (IMDA) and the National Library Board, the second PIXEL Labs@NLB to be located within a library. Situated on the fourth floor of **Tampines Regional Library**, library users can look forward to a ***dedicated space*** with tools and supplies that enable individuals to ***learn, create, invent, network and share*** skills and knowledge. Tools and equipment such as 3D printers and microcontrollers will enable ***on-premise tinkering*** in the library. Programmes will be jointly arranged by NLB and IMDA and targeted at the broad spectrum of library users, covering both tech and non-tech areas.

**| BOOKING GUIDE |**

As at January 2019

**GENERAL OPERATING HOURS**

Open from Wed to Sun from 12pm – 8.30pm

Closed on Public Holidays including eve of Christmas, New Year and Chinese New Year.

**TINKERING HOURS (Free Use)**

The Lab is open for access to registered users who are **at least** **13 years and above** to tinker in the lab independently. Children below age of 13 may tinker in the lab only if accompanied by a parent or an adult, who is a registered lab user, at all times.

**Tinkering Schedule**

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| Wed-Sun | 12pm – 8:30pm |

*\*Tinkering hours may be subject to change without prior notice.*

*\* All Tinkering slots will be 5 hours on Fridays.  
\*Workshops and programmes held every weekend.*

For safety and comfort of lab users, a maximum of 25 persons will be allowed to tinker in the lab premise, at any point in time, on a first-come, first-served basis.

**LAB USER** **REGISTRATION**

To tinker in the lab and reserve any equipment/ items for independent use in the lab premise, you must be registered as a lab user.

**One-Time Registration Required**

* Register in person at PIXEL Labs@NLB (Level 4 of Tampines Regional Library) with your personal photo identification (ID) card and a duly completed **Lab User Registration Form**.
* A completed **Lab User Registration Form** must be accepted by staff in PIXEL Labs@NLB to confirm registration.

**Registration Eligibility**

* At least 13 years old and above.
* User below aged 18 must have the Lab User Registration Form counter-signed by a parent or legal guardian before registration will be accepted.

**Acceptable Photo ID Card**

* NRIC
* Passport
* SAF11B
* School Smart Card
* Singapore Driving Licence

**SERVICES & FACILITIES**

**Events/ Workshops**

Technology, media and maker-related events/workshops will be organized for public participation. Events/workshops will be offered free and/or payable by participants. Please visit <http://www.nlb.gov.sg/golibrary/> for event registration and information on upcoming events at PIXEL Labs@NLB.

**Reservation of Items**

Selected Maker Kits and Equipment are made available for onsite use during tinkering hours, at no cost. Only registered lab users can make reservation to use Maker Kit and Equipment.

Registered lab users are allowed to tinker in the lab, using personal Maker Kits without making any reservation. No personal machines, tools or equipment e.g. soldering machine is permitted for use in the Labs, unless special permission has been granted by PIXEL Labs@NLB. However, please note that bringing your personal kits will be at your own risk. Under no circumstances will our lab staff be in any way liable for any damage or destruction to, or theft of, your personal items.

**RESERVATION PRIVILEGES & POLICIES**

* Maker Kit and Equipment are available for use at no cost, subject to availability and meeting eligibility criteria.
* Reservations are on a first-come, first-served basis and must be made at PIXEL Labs@NLB reception counter.
* Reserved item is available for use during tinkering hours within the lab premise and shall not be taken out of the lab, at any point in time.

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| MAKER KIT | **EQUIPMENT** |
| Type |  |
| |  |  | | --- | --- | | 1. Arduino Uno\* 2. LilyPad Arduino\* 3. littleBits 4. chibitronics 5. Strawbees | 1. Makey Makey 2. Raspberry Pi 2 B+ Model\* 3. Spark Core\* 4. Grove Starter Kits |   \*Microcontrollers will be issued with a basic set of consumables and tools to facilitate tinkering. | 1. 3D Printer 2. Sewing Machine 3. Cameo Cutter 4. Photo Backdrop and Basic Lighting Set 5. Media Station (Mac) – Audio/ Video Editing 6. Media Station (PC) – Adobe Suite |
| Eligibility |  |
| * Only registered lab users are allowed to make reservation to use Maker Kit and Equipment. * Reservation in person is acceptable only upon presentation of a valid photo ID. | |
| User Criteria |  |
| * No required training/ briefing before reservation. However, it is recommended that users have some basic understanding and experience using micro-controllers. | * Only users who have completed the required one-time Equipment Briefing are allowed to reserve 3D Printer. * To register for Equipment Briefing, please sign up at NLB website at: <http://www.nlb.gov.sg/golibrary> |
| Reservation Period |  |
| Maker Kits   * For day use only during **Tinkering hours** only * Use of one Maker kit per reservation * 30 days of advance booking | Equipment   * Use of one equipment per reservation * 30 days of advance booking * Reservation will be on a first come, first served basis and will be dependent on availability. * All reservation slots will be **5 hours** on Friday   3D Printer/ Sewing Machine/ Cameo Cutter:   * Up to 3 hours only per reservation slot on Monday -Thursday * Up to 5 hours only on **Friday**   Photo Backdrop/ Media Station (Mac)/ Media Station (PC):   * Up to 1 whole day (12-8.30pm) per reservation slot on Monday – Thursday * Up to 5 hours only on **Friday** |
| Usage of Maker Kit/ Equipment |  |
| * No formal training will be provided on the use of the kits. Users are encouraged to have a basic familiarity or self-learn through the resources available in the library and through collaboration with other users. * Maker Kit including all accompanying consumables and tools must be returned to our lab staff at least 15 minutes before the end of daily tinkering hours. * Please bring your own laptop to backup your codes if you are reserving to use the following Maker Kits: - * Arduino Uno * LilyPad Arduino * Raspberry Pi * Spark Core | * No formal training will be provided on the use of the 3D Printer other than the Equipment Briefing. To register for Equipment Briefing, please sign up at NLB website at: <http://www.nlb.gov.sg/golibrary> * No formal training will be provided on the use of the equipment. Users are encouraged to have a basic familiarity or self-learn through the resources available in the library and through collaboration with other users. * PIXEL Labs@NLB reserves the right to reject the use of reserved equipment if estimated print time is more than the booked duration and does not cater for allowance of preparation time and post-printing clean-up. * Printing job will be terminated, without prior notification, if it is not completed by end of reservation time. * The 3D Printers at the lab may only be used with the PLA filament. * PLA Filament will be provided at no cost. Colours are subject to stock availability. |
| Cancellation |  |
| * Maker Kit reservation will be cancelled if it is not check-out at least 2 hours before the end of the tinkering hour on the reservation date. * Equipment reservation will be cancelled if there is no-show 15 minutes (if no prior notice is given at reservation) after reservation start time. Late start for equipment reservation is subject to demand and availability. Users are encouraged to arrive on time to ensure their reservation slot, staff reserves the right to release the reservation for other use should there be a no show. * Cancellation can be done in person or via email at least 1 day before reservation date. Please email cancellation to: PIXEL\_Labs@nlb.gov.sg. | |
| Loss & Damage |  |
| In the event of loss/ damage of equipment/ kits/ tools during the reservation period, the registered user(s) shall be liable for the cost involved in the replacement/ repairs including purchasing the replacement.  Lab users who are found to be misusing or abusing equipment may also be asked to leave PIXEL Labs@NLB and barred from making further reservations. | |

The following Terms of Use including Waiver & Indemnity (these “Terms”) governs your access and participation in PIXEL Labs@NLB (the “Facility”), a collaboration between IMDA Singapore (IMDA) and National Library Board (NLB) located at 1 Tampines Walk, #02-01 Our Tampines Hub, (Level 4) Singapore 528523 and the use of materials, consumables, tools, kits, machines and equipment (“Equipment”) in the Facility.

By submitting the Lab User Registration Form to become a PIXEL Labs@NLB user, I (the “User”) agree to accept the privileges extended to me and further agree to accept all outlined Terms in their entirety: -

1. **TERMS OF USE**
2. **General Conditions**
3. I understand that the Facility is a community space and I shall undertake the shared responsibility of co-creating a conducive and safe environment to tinker, learn and share including abiding by the reservation policies and procedures of the Facility, as they may be communicated to all Users from time to time, including any and all posted safety notices and Code of Conduct.
   1. I acknowledge and agree that by accessing the Facility, participating in activities in the Facility and/or using any Equipment in the Facility, I am required to furnish personal data to IMDA and NLB and/or its partners. Personal data that may be collected include Full Name, Identification Number, Gender, Age, Mobile Number and Email Address. Personal data collected will be used for the following purposes: -
4. To verify my eligibility for registration
5. To process and administer my application to become a registered user of PIXEL Labs@NLB
6. To process and administer my reservation to use Equipment in the Facility
7. To process my registration to participate in PIXEL Labs@NLB events
8. To provide assistance and contact me regarding my enquiries and reservation
9. To send me notices and reminders on events and reservations
10. To send me information about PIXEL Labs@NLB upcoming events, only if I have chosen to subscribe to the mailing list
11. To register my attendance prior to using the Facility and/or Equipment
12. For any other purposes for which IMDA and NLB have obtained my consent or which are permitted under law.
    1. Prior to using the Facility and/or Equipment in the Facility during tinkering hours, I understand and agree to furnish my photo ID card for verification purpose by the Facility staff.
    2. By entering the Facility to use the Equipment and/or participate in any activities conducted in the Facility, I certify that I am in a good physical condition, and have no medical or physical conditions that would restrict my participation.
    3. I understand and agree that the Facility is a community workspace to tinker with ideas and concepts, and that cross-sharing and learning naturally thrive. I agree that IMDA and NLB are not responsible for any other person or entity becoming aware of my intellectual property and/or confidential information, which I do not want to become known by third parties. I agree that I will take reasonable precautions to safeguard confidentiality of such information.
    4. I agree not to create projects that are considered harmful, dangerous, and obscene or in violation of any copyright, patent or trademark. Facility staff reserves the right to determine if project is appropriate.
    5. I acknowledge and agree that if due to my negligence and/or misuse, the Facility and/or Equipment require repairs and/or replacement; I and/or my parent/legal guardian (if I am below age of 18) shall pay for such repairs and/or replacement including all incidental costs incurred. I further agree to accept IMDA and NLB assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total. This restitution amount could equal as much as replacement cost of the item.
    6. I agree and accept that PIXEL Labs@NLB reserves the right to terminate my privileges to access the Facility and Equipment with immediate effect in the following situations:-

* If I am found to be using false identification.
* If I bring any Equipment out of the Facility at any point in time, whether intentional or not.
* If Equipment is not returned to our lab staff daily, at the end of stipulated tinkering hours.
* If it is brought to our attention that you have been tinkering for unlawful purposes, other than its intended purpose.
* If I display disruptive behaviour that interferes with the operation of the Facility, infringes upon the rights of others to participate freely in the Facility’s services, poses a risk to Facility staff and other lab users including Facility and/or Equipment.

1. **Specific Conditions of Use – Facility**
   1. I certify that I meet the eligibility of participation in activities in the Facility and/or held by PIXEL Labs@NLB, IMDA, NLB and its appointed partners.
   2. I will “check-in” with the Facility staff on duty at the lab , using my identification card with valid photo ID, and complete the necessary sign-in procedure each time I use the Facility.
   3. I will use the Facility for its intended purpose of participating in tinkering activities and/or in events held in the Facility. No sleeping, reading of newspapers or studying is permitted.
   4. I acknowledge that the Facility is a shared workspace and tinkering area available in the Facility is limited and on first-come, first-served basis. I agree that PIXEL Labs@NLB reserves the right to refuse my entry to the Facility if Facility staff determines that capacity exceeds safety limit and/or when it becomes too disruptive for conducive tinkering. Reservation of seats is not encouraged within the lab community.
   5. I acknowledge and agree that no food and drinks except bottled mineral water are allowed to be brought into and/or consumed in the lab premise at all times. Food catering is permitted only for PIXEL Labs@NLB approved events.
2. **Specific Conditions of Use – Equipment** 
   1. All Equipment belonging to the Facility is only for use within the lab premise and should not be taken out of the Facility at any point in time, even during reservation period.
   2. I certify that I am at least 13 years old and above to use any Equipment independently. If I am below 13 years old, I must be accompanied by a parent or an adult, who is a registered lab user, at all times for tinkering.
   3. I understand that the reservation of Equipment is not transferable and Equipment can only be check-out for use by the registered user(s) who have made the reservation.
   4. I acknowledge and agree not to use Equipment in the Facility without prior reservation and/or required training/briefing. In the event that an incident occurs as a result of non-compliance, I will be responsible for any resulting damage. I further agree to not permit anyone else to use such Equipment without the required training, if it is within my knowledge.
   5. I agree to use Equipment in the Facility in a safe and responsible way, and will abide by all rules and regulations of PIXEL Labs@NLB including, without limitation, Safety Guidelines posted in the lab and all conditions set out in this Booking Guide.
   6. I will clean up my workspace and/or Equipment in the Facility after use, returning the workspace to its original state. I agree to return Equipment in the same condition and/or location as they were issued, barring normal wear and tear.
   7. I agree to accept that it is my responsibility to check the condition and/or quantity of any Equipment issued to me upon checking out from the Facility staff and I will account for all issued Equipment before returning to the Facility staff. If there is any discrepancy, I will inform the Facility staff on duty immediately.
   8. I agree that the Facility is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the Equipment.
   9. I agree that if any Equipment becomes unsafe or in a state of disrepair, I will immediately discontinue use of the Equipment and notify the Facility staff. I agree that I will not repair Equipment on my own.
   10. In the event of loss/ damage of equipment/ kits/ tools during the reservation period, the registered user(s) shall be liable for the cost involved in the replacement/ repairs including purchasing the replacement.
   11. I acknowledge that the Facility is only able to provide consumable materials on a limited basis and I agree to avoid wasting consumable supplies and materials.
   12. I acknowledge and agree that the Facility staff is not liable to supervise my personal property, any Equipment issued to me, printing process and outcome if I choose to leave them unattended.
3. **WAIVER & INDEMNITY TERMS**

**Use of Photos/Videos/ Images**:

I understand that as part of the joint effort between Info-communications Media Development Authority of Singapore (IMDA) and National Library Board (NLB) effort to promote PIXEL Labs@NLB to the community to encourage experimentation, sharing and learning, I may be captured in photographs and/or video(s) during my participation in PIXEL Labs@NLB. I grant IMDA and NLB the permission to use photograph(s) and/or video(s) of me in its online or offline promotional materials and publicity efforts. I shall release IMDA and NLB including those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use. I understand that all such recordings, in whatever medium, shall remain the property of IMDA and NLB.

I also undertake not to use, reproduce and/or distribute any photographs, videos and images taken in PIXEL Labs@NLB by me for any other purpose other than for personal non-commercial use. In the event that I wish to use, reproduce and/or distribute photographs, videos and images for my commercial promotional purpose, I will seek and obtain prior written approval from IMDA and NLB. I declare that I shall not misuse any photos, videos and images captured of PIXEL Labs@NLB for defamatory, offensive and illegal purpose.

**Assumption of Risks:**

Participation in and/or engaging in activities at PIXEL Labs@NLB (“Activities”) carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks generally include cuts, scratches, bruises, sprains; eye injury or loss of sight, joint or back injuries, blunt trauma, and electric shocks.

**Waiver:**

In consideration of being a registered lab user, participant, visitor and/or guest at PIXEL Labs@NLB, I, for myself, my heirs, agents, personal representatives or assigns, do hereby (to the fullest extent permitted by law) release, waive, discharge, and covenant not to sue IMDA, NLB, its officers, employees, representatives and agents (collectively, “IMDA” and “NLB”) from liability from any and all claims, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to the Activities.

I have read the foregoing paragraphs and I know, understand, and appreciate these and other risks that are inherent in the Activities. I hereby assert that my participation in the Activities is voluntary and I freely accept and assume all associated risks and hazards. I expressly agree and understand that I may suffer injury, illness, or even death from my participation in the Activities. I also agree and understand that my visit/participation and/or guest/participant status may be suspended at any time, at the discretion of IMDA and NLB if my safety and/or the safety of other persons become a concern.

**Indemnification and Hold Harmless:**

I also agree to indemnify and hold PIXEL Labs@NLB, IMDA and NLB harmless from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including legal fees brought as a result of my involvement in activity in PIXEL Labs@NLB and to reimburse them for any such expenses incurred.

**Severability:**

I further expressly agree that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the laws of the Republic of Singapore and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**Acknowledgment of Understanding:**

I have read this terms of use, waiver of liability, and indemnity agreement, I fully understand its terms, in particular that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the Lab User Registration Form, freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

[Where the Participant is below 13 years of age] I am the parent or legal guardian of the above User, I have read and understood the Terms of Use and Waiver and Indemnity (including such parts as may subject me to personal financial responsibility), I am and will be legally responsible for the obligations and acts of the User as described in the Booking Guide, and I agree, for myself and for the User, to be bound by its terms.

*These Terms are subject to change at any time, and* PIXEL *Labs@NLB will post the most current version of the Booking Guide on* PIXEL *Labs and NLB website. Your use of the Facility and/or Equipment shall constitute your acceptance of the most current version of these Terms. If any of these Terms shall be deemed invalid, void, or for any reason unenforceable, that term shall be deemed severable and shall not affect the validity and enforceability of any remaining condition.*