

# Maker Studios Terms of Use

## Access Requirements

- The Clearwater Maker Studios (“Studios”) are comprised of hands-on learning and experimentation spaces where community members can design, prototype, and create works using library equipment, software, and shared resources.
- The Studios are free and open to the public. *A library card is not required for access.*
  - Programs, classes, workshops, and drop-in sessions are held at various days and times throughout the week and vary according to the Studio. Registration may be required for certain events.
- Access to Studios is limited to library operating hours. Individual Studio hours may vary.
- Certain Studios may be reserved by users for independent use. Reservations will be tentative until approved by staff.
  - Users must be prepared to present a valid photo identification (e.g. driver’s license, passport, school id) in order to confirm their identity when using a reserved Studio. ID and reservation names must be the same.
- An orientation and training may be required for use of a Studio and its equipment, tools, supplies, and software.
- Persons with a disability may request reasonable accommodations to be able to access the Studios. Generally, seven (7) day advance notice is required to review reasonable accommodation requests. However, a response to an immediate need for accommodation will be considered to the fullest extent possible.
- Certain Studios have additional guidelines, rules, or restrictions not outlined in these Terms of Use.

## Rules of Conduct

- Users must agree to adhere to the Maker Studios’ Terms of Use, the Clearwater Public Library System’s Code of Conduct and Internet Policy, and all Federal and State laws and regulations in order to use the Studios.
- Users must immediately report any accidents, damage, or technical problems to library staff.
- Security of personal items is the responsibility of the user. Personal items will be removed from the Studios and placed in lost and found in accordance with library policy.

## Using the Maker Studios

- Users are not permitted to access or create any weapons or any obscene, pornographic, or illegal materials.
- The library reserves the right to refuse any request to use Studio equipment, tools, supplies, and software.
- No personal equipment can be connected to any Studio equipment without the approval/clearance of staff.
- The Clearwater Public Library System is not responsible for the loss, theft, copying, or damage of electronic files and data. Users are responsible for transferring, saving, and deleting electronic content created.
  - Note: Anything downloaded or saved to Studio computers will automatically be deleted upon reboot.
- The Studios are provided on an “as is” basis, without warranties of any kind, either expressed or implied, including without limitation, implied warranties of merchantability, fitness for a particular purpose, or non-infringement.

## Damaged Equipment

- Patrons are responsible for the cost of any items damaged while being used.
- It is the patron’s responsibility to point out any suspected existing damage to library personnel at the time of use.
- Conditions that are considered as damaged equipment can include, but not necessarily be limited to the following:
  - broken equipment, equipment damaged by food or drink stains, equipment missing parts or covers, equipment containing markings, or any abuse that renders the equipment unusable.
- Patrons are liable for charges incurred to repair or replace the item, as well as for any associated processing fees.
  - Repair or replacement costs are assessed at the library’s discretion.
- All Library equipment remains City property even if they have been billed and paid for. Thus, payment of repair or replacement charges does not entitle the borrower to keep the equipment which has been damaged or replaced.
- The Library will not accept replacement copies of equipment items.

## Intellectual Property Rights & Copyright

- Users shall respect the intellectual property rights of others.
  - According to the World Intellectual Property Organization, intellectual property refers to “creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names, and images used in commerce” and is protected by patents, copyright, trade secret, and trademark laws.
- The Clearwater Public Library System is not responsible for any infringement of intellectual property rights that might occur by a patron’s use of, or access of, the Studios. It is the responsibility of users to ensure their activities do not infringe on the copyright or intellectual property rights of others.

## Suspension/Revocation of Privileges

- Users may have their Studio privileges suspended for violating the Maker Studios Terms of Use, the Library Code of Conduct, and/or specific Maker Studio’s guidelines for use.
- While privileges are suspended users will be denied all access to and services provided by the Maker Studio for which the violations apply.
  - Other library privileges will not be affected unless required by the severity of the violation (for example, violations resulting in a library or police trespass).
- Suspension:
  - Users will have their privileges suspended for 30 days upon reaching three (3) violations within a period of 30 days.
  - The suspension will begin from the date of the latest violation.
  - Violation records will be cleared after 30 days; based on the date of the violation.
  - Violations include but are not limited to: 1) arriving late without notice, 2) no shows without notice, 3) eating in the studio, 4) leaving late, and 5) not checking out when required.
- Revocation:
  - Users will have their privileges revoked after three (3) suspensions within a period of one year (365 days).
  - Revocation will last for one year (365 days) from the date of the latest suspension.
  - Suspension records will be cleared after one year (365 days), based on the date of the suspension.