

CEDAR FALLS PUBLIC LIBRARY

Collaborative Laboratory (Co-Lab) Policy

Cedar Falls Public Library's Collaborative Laboratory (Co-Lab) is located on the second floor of the Library.

Registration

Cedar Falls Public Library patrons who are cardholders age 18 or older may use the Co-Lab during open lab hours (staffed by library personnel) and by reservation. Patron accounts must be in good standing in order to use the Co-Lab, with outstanding fines at or below \$5.00. Minors may use the Co-Lab during open lab hours but must have a responsible adult (18 years old or older) who is a registered Co-Lab user with them at all times while using the Co-Lab. A completed Co-Lab User Agreement will be required prior to use of the Co-Lab equipment. In order to complete a User Agreement, a valid Cedar Falls Public Library card and valid photo identification must be presented to library staff.

A User Agreement form is attached at the end of this Policy.

Reservations

See Cedar Falls Public Library Co-Lab Reservation Policy.

A Reservation Form is attached at the end of this Policy.

General Use Policies

Use of the Co-Lab is subject to this policy and the User Agreement. Use of the Co-Lab is also subject to the Cedar Falls Public Library's Behavior Policy, 3D Printer Policy, Acceptable Use Policy (WiFi), Addendum to Internet and Acceptable Use Policy, Meeting Room Policy, Public Access Computer Policy, and Safe Child Policy, and any other applicable library policies, procedures, and staff direction. Written policies are available at the reference desk and are also available on the Library's website. Failure to abide by all applicable policies, procedures, and staff direction will result in suspension or loss of Co-Lab use privileges.

All equipment available in the Co-Lab must remain in the Co-Lab. The Co-Lab computers and equipment located in and adjacent to the Co-Lab are intended for patrons utilizing the specialized Co-Lab software programs, and are designated as such. The library reserves the right to reassign patrons to other computers in the library if they are not utilizing the Co-Lab computers or equipment for their intended purpose.

Users of the Co-Lab agree to abide by any and all applicable copyright laws and licensing agreements. Furthermore, users agree not to use the Co-Lab in violation of any local, state, or federal ordinances, regulations, or laws.

Users agree to be courteous to other Co-Lab users, patrons, and staff.

Library staff will assist patrons using the Co-Lab to the extent that time, other duties, and patron demands will allow. Open lab hours are staffed by library personnel and are an opportune time to learn more about Co-Lab equipment and receive guided instruction. Open lab hours have priority over reservations. Scheduled library events take priority over all other Co-Lab use.

The Co-Lab closes 30 minutes before the library closes. All work and clean-up in the Co-Lab must be completed no later than 30 minutes before the Library closes. Equipment, programs, projects, etc., cannot be left running or suspended while the Co-Lab is closed.

The library assumes no responsibility for patron projects, whether completed or not. Neither the Library Board, staff, nor the City of Cedar Falls will be responsible for the property of individuals or organizations using the Co-Lab, or take responsibility for storage of materials.

The library reserves the right to charge patrons for consumable items and supplies used in the Co-Lab. If such charges are paid in full, any project worked on by a patron becomes the property of the patron. If the library provides consumable items and supplies free of charge, any project worked on by a patron becomes the property of the patron.

The Co-Lab may not be used for any commercial purpose.

The library reserves the right to prohibit or restrict the use of the Co-Lab by any person if such use would threaten the safety or welfare of Library patrons, guests, or staff.

Safety

Some of the equipment located in the Co-Lab may contain aspects, parts, or components that could cause injury to the user. Patrons are responsible for following all Co-Lab rules and safety recommendations, which are posted near the Co-Lab equipment. Patrons should use common sense when operating all Co-Lab equipment and using all Co-Lab materials.

The library is not responsible for loss or damage to the person or property of individuals or organizations using the Co-Lab. Patrons assume the risk of any injury while using the Co-Lab and agree to release, indemnify and hold the library harmless from any claims for personal injury, property damage, or any other loss in connection with the use of the Co-Lab, including the equipment, tools, and materials located there. Users also agree to be responsible for any damage to the Co-Lab or Co-Lab equipment that they cause.

Food and Beverages

Covered beverages are allowed inside the Co-Lab. No food is allowed within the Co-Lab with the exception of library-sponsored events. Food and beverages are not permitted where noted.

Library address, endorsement

No organization, without the permission of the Library Director, may list the address of the Cedar Falls Public Library as its official address. Groups may not use the Cedar Falls Public Library name or logo in any way that implies Library endorsement or sponsorship of any non-sponsored activities.

Co-Lab User Agreement

Name: _____ Date: _____

Address: _____ Phone No.: _____

Library Card Number: _____

Photo ID (Type & Number): _____

I, _____ (full name), have read the Cedar Falls Public Library Collaborative Laboratory (Co-Lab) Policy and this User Agreement, and agree to follow all rules, policies, procedures, and restrictions relating to use of the Co-Lab. I understand that these rules, policies, procedures, and restrictions may change at any time without notice and that I will make myself aware of all changes or modifications of said rules, policies, procedures, and restrictions.

I agree that by signing this Agreement and/or utilizing the Co-Lab, I acknowledge that substantial benefits are to be enjoyed by such use and I also acknowledge that use of the Co-Lab involves risk of harm, including personal injury, property damage, and even death, which I fully assume. I accept as sufficient the level of care and supervision provided by the Library for the Co-Lab, and if I am signing this User Agreement for my minor child or ward, that permission is hereby given for my minor child or ward to use the Co-Lab, and that I or the adult that I assign to supervise my minor child or ward are responsible for the safety of my minor child or ward while using the Co-Lab.

I and my spouse, heirs, legal representatives and assigns hereby absolve, release, and covenant not to sue the Library, the City of Cedar Falls, and their respective employees, elected and appointed officials, and their officers, volunteers, insurers and administrators ("Releasees") from all claims, actions, causes of action, demands, and rights whatsoever, currently known or unknown, which may arise in connection with or which is in any way related to the use of the Co-Lab by me or my child or ward.

I also agree to defend, indemnify, and hold harmless the Releasees from and against any claim, loss, or damage whatsoever, including attorney fees and expenses, that arise out of or are in any way related to the use of the Co-Lab by me or my minor child or ward.

I also understand and agree that I am financially responsible for any and all damage done to Co-Lab equipment which is caused by me or my minor child or ward. I understand that I am responsible for and agree to pay the repair and replacement costs of the equipment resulting from such actions.

I agree to pay for any and all material fees involved in my or my minor child or ward's use of the Co-Lab. Material fees will be posted within the Co-Lab and at the Reference Desk.

The above applies every time I or my minor child or ward uses the Co-Lab.

Signature: _____ Date: _____

Minor Child/Ward Full Name (if applicable): _____

Parent/Guardian Information (applicable only for minors)

Parent or Legal Guardian Full Name: _____

Parent/Guardian Library Card Number: _____

Parent/Guardian Photo ID (Type & Number): _____

Parent or Legal Guardian Signature: _____

Date: _____

Staff Initials: _____

Additional minor children or wards covered by this agreement (full names):

CEDAR FALLS PUBLIC LIBRARY
Collaborative Laboratory (Co-Lab) Reservation Policy

Reservations

The Co-Lab is a space for Library sponsored or co-sponsored programs and conferences which meet the Library's civic, informational, educational, cultural, and recreational goals. When not in use for library activities, the Co-Lab is available to individuals and groups. The Library Board neither approves nor disapproves of content, topics, subject matter, or points-of-view of individuals or groups using the Co-Lab.

Meeting Space Reservation

If the meeting room and conference room are already reserved, the Co-Lab may be offered as a meeting space at staff discretion, so long as the Meeting Room Policy is followed. The projector, laptop, and chairs/tables may be used in the Co-Lab for a meeting. Groups reserving the Co-Lab are welcome to bring in their own tools, equipment, and supplies. Maker equipment, materials, and supplies may not be used.

Note: if they are using co-lab equipment, they need a user agreement on file for reservations and the person making the reservation assumes responsibility for everyone in the room
If they are NOT using co-lab equipment, but bringing their own equipment/supplies, then they do not need a user agreement (just like they wouldn't need special permission to do their craft in the meeting room)

NOTE: The reserving party must complete an APPLICATION FOR USE OF LIBRARY MEETING ROOM (the meeting room application)

Co-Lab Reservation

In order to reserve the Co-Lab outside of open lab hours for the use of maker equipment, materials, and supplies, the reserving patron must be 18 years old or older and be a Cedar Falls Library cardholder.

Reservations can be made any time library staff or registered Co-Lab users are not using the space. Use of the Co-Lab under reservation is subject to the Cedar Falls Public Library Collaborative Laboratory (Co-Lab) Policy.

Co-Lab Group Reservation (with Co-Lab equipment)

Any patron reserving the Co-Lab space and equipment for a group agrees to take responsibility for all members of the patron's group during the reserved time.

The reserving patron must complete a User Agreement prior to use of the Co-Lab as a meeting space, unless a User Agreement is already on file with the library. Other members of the patron's group are not required to complete a User Agreement unless the reserving patron does not agree to take responsibility for all members of the patron's group.

How to Reserve the Co-Lab

Reservation forms to reserve the Co-Lab may be obtained and submitted at the reference desk on the second floor of the library, or via the Library's website. The reservation form requires the individual or group name, title of the program, any special equipment needed, the number of people expected, name and phone number of the patron responsible for the reservation, the exact times of arrival and departure, and whether or not the reserving patron has a completed Co-Lab User Agreement on file with the Library.

Reservation forms and the User Agreement are attached at the end of this policy.

Regulations

The Co-Lab is available for use from when the library opens to 30 minutes before it closes, and only when Library programming has not been scheduled. Users are responsible for their own set up and breakdown. Clean-up must be completed 30 minutes before the library closes. The Co-Lab must be returned to its original condition immediately after use. All individuals and groups must take reasonable precautions to avoid damage to equipment, furnishings, floor cover, and other library property. The Library reserves the right to require a damage deposit from groups. Groups should check in at the reference desk before setting up and notify the reference desk when leaving.

The Library reserves the right to refuse reservations. The library does not page or take telephone calls for groups or individuals in meetings at the Co-Lab.

RESERVATION FOR USE OF LIBRARY CO-LAB (Individual and Group Use)

Name of Responsible Individual: _____

Name of Group: _____

Name of Program: _____

Address of Responsible Individual: _____

Email Address: _____ Phone: _____

Anticipated Attendance: _____

Date of Reservation: _____ Day of the Week: _____

Start Time: _____ End Time: _____

Equipment Needs:

User Agreement on File? YES NO (***signed user agreement is required for Co-Lab use***)

I have read the Collaborative Laboratory (Co-Lab) Policy and Collaborative Laboratory (Co-Lab) Reservation Policy and agree to abide by them and all other referenced policies.

Signature: _____

Today's Date: _____

Approved? YES NO

Staff Initials: _____