



HAPL iLab Use Agreement

Welcome to the Hudson Area Public Library iLab! Please review the guidelines and rules of use set forth below. Acceptance of and compliance with these provisions is required for your use of the space, tools, equipment and materials provided within.

Name _____ DOB _____

HAPL Library Card # _____

Phone # _____ Email _____

Parent/Guardian's name (if under 18) _____

Phone # _____ Email _____

Address _____

How did you hear about our iLab? _____

What would you like most to learn about or make in the iLab _____

_ How do you plan on using the iLab? _____

Share Your Skills and Passions!

Interested in helping with classes or programs in the iLab?

Yes No Not Right Now

If yes, on what topics or projects? _____

Staff to date and initial. Please then forward to Associate Librarian

Staff initials: X _____ Date: _____ Associate Librarian: X _____
--

Patron Use Agreement:

1. Users must be valid Hudson Area Public Library cardholders in good standing..
2. Prior to using the iLab, patron must (a) complete a iLab Agreement form; and (b) verify his/her identity with valid photo ID and library card. A minor without valid photo ID may verify his/her identity with a library card and valid photo ID of a parent/guardian. A parent or guardian must accompany minors when signing agreement
3. iLab users must “check in” with the staff member on duty, using their Hudson Area Public Library card, and register to use the iLab.
4. Users under age 12 must be accompanied by a parent or guardian at all times.
5. Users under the age 14 may not checkout some equipment, such as the sewing machine, Cricut, etc. Parents, guardians, and other users age 14+ can access these tools by checking out the equipment at the circulation desk. Parents and guardians are responsible for any injury or damages caused by use of this equipment.
6. The iLabs are a space for exploring technology and working independently. The user understands and agrees that advanced assistance is not available from Library staff. Resources, such as online tutorials, are available for self-paced learning.
7. HAPL is not responsible for any defects in projects created using the iLab equipment.
8. HAPL is not responsible for any damage or loss due to use o the iLab equipment. The user understands and agrees that the Library is not responsible for loss of data that may occur and the user is responsible for saving all projects on a flash drive or to a cloud subscription services of their choice.
9. The user agrees to notify staff of any damage to equipment, immediately.
10. During open lab time, the equipment is available on a first-come, first-served basis. The sewing machine, Cricut machine, and the photography kit are available for reservation, in-person or by phone.
11. iLab equipment to be returned in the same condition as issued, barring normal wear and tear. All items must be returned clean. The user agrees to pay for the loss of or damage to any items and further agrees to accept the Library staff’s 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
12. replacement cost of the item.
13. iLab equipment that is checked out for in-library use must be returned by the user to the circulation desk for check-in. Items not returned by the end of the day may be billed for the replacement cost of the equipment.
14. The user agrees to clean up the workspace in the iLab or other spaces following use, returning the workspace to its original state. The user agrees to inform the Staff member in the case that they are unable to return a work surface, tool or equipment to its original state.
15. The user acknowledges that the library does not provide consumable materials and they must supply their own consumable material for use with some equipment. Printing is available and the Library's general fee schedule applies to all paper printing.
16. The user agrees to adhere to the Library's Code of Conduct and Technology Use Policy.
17. The user agrees to follow the Guidelines and Procedures for using the 3D Printer.

Staff to date and initial. Please then forward to Associate Librarian

Staff initials: _____ Date: _____ Associate Librarian: _____



I, _____ (print name), affirm that the information I have provided on the iLab User Agreement is current, true, and correct. I understand that this information may be subject to verification.

I, _____ (print name), do hereby for myself, on behalf of my heirs, successors, and assigns, in consideration of being permitted to use tools and equipment, waive any and all claims against the Hudson Area Joint Library for any personal injury, illness, death, or liability resulting from or arising out of the carelessness, recklessness, negligence and/or fault of the Hudson Area Joint Library.

I have read this release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

Signature _____ Date _____

Printed Name _____

Any iLab user under eighteen years of age must also obtain the following consent and release before using the iLab and equipment.

I, _____ (print name), am the parent or guardian of _____ (print name). I consent to this and state that I have read the above release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

Parent/Guardian Signature _____ Date _____

Printed Name _____

Staff to date and initial. Please then forward to Associate Librarian

Staff initials: _____ Date: _____ Associate Librarian _____
