

## TechZone@Main Rules and Procedures

TechZone@Main is Akron-Summit County Public Library's makerspace – a place for making, learning, exploring, and sharing.

TechZone@Main is a resource center for artists, entrepreneurs, small business owners, hobbyists, and creative types of all kinds to enhance their abilities as makers, extend their reach as artists, collaborate with other makers, and educate themselves in new, less-accessible tools and resources available at the Library for free or at little cost.

To best serve our patrons the following procedures apply:

1. Before using the equipment, makers are required to
  - a. read and understand the TechZone@Main User Rules and Procedures,
  - b. sign the TechZone Hold Harmless and User Agreement,
  - c. have an Akron-Summit County Public Library card with fines below the public computer access limit (currently \$75), and
  - d. possess basic computer skills along with the interest and willingness to learn new skills.
2. Users should contact TechZone@Main to reserve equipment. Reservations are limited to one appointment per machine per week for each individual machine. The maximum time that equipment can be reserved for one appointment is 4 hours. If an appointment is made and the user is more than 20 minutes late that appointment is forfeited and equipment available to other patrons.
3. Upon arriving at TechZone@Main, users must check in with TechZone@Main staff before using the equipment.
4. Children/minors under the age of 16 must be accompanied and supervised by an adult.
5. TechZone@Main staff are here to assist users and will do so in accordance with the Library's Copyright, Trademark Guidelines. Staff can explain equipment, software, policies, and procedures; speak from personal and professional experience; provide training materials; and answer questions to the best of their ability. Users should not expect TechZone@Main staff to design and produce projects.
6. Users understand and agree to respect any and all intellectual property, copyright, trademark laws and licensing agreements. Users are responsible for obtaining their own protections for any intellectual property developed in TechZone@Main.
7. Akron-Summit County Public Library does not accept responsibility if a maker's personal property or project is destroyed, does not work, or does not come out correctly. Patrons will use the equipment at their own risk.
8. TechZone@Main equipment will be used for lawful purposes only. Users are not permitted to use TechZone@Main to produce materials that violate local, state, or federal laws or regulations; look like, function as, or appear to function as weapons or parts thereof; appear unsafe, harmful, dangerous, or that otherwise pose a threat to the health or safety of others; or may be construed as obscene or otherwise inappropriate for the Library environment.
9. TechZone@Main users agree to report to the TechZone@Main staff any and all accidents or incidents that happen in the TechZone@Main, whether it's personal injury or damage to the equipment. If a piece of equipment appears to be unsafe, hazardous, or malfunctioning, the user will cease use immediately and allow TechZone@Main staff to address the problem.

### Hold Harmless and User Agreement

I, \_\_\_\_\_ (name), have read Akron-Summit County Public Library's TechZone@Main Rules & Procedures and agree to follow all rules, policies, procedures, and restrictions relating to use of TechZone@Main. 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 TechZone@Main, I shall defend, indemnify, and hold harmless Akron-Summit County Public Library, their trustees, officers, officials, employees, and volunteers from and against any and all claims, suits (including attorney's fees), actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of my use of TechZone@Main.

I certify that I am not violating the intellectual property, copyright, and/or trademark rights of any other person or entity in my use of TechZone@Main's equipment. I agree to pay for any and all fees or fines involved with my use of TechZone@Main.

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### TechZone@Main User Agreement

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

Library Card No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(18+ only. For minors, continue below.)

#### Parent or Legal Guardian Information

Parent/Guardian Full Name: \_\_\_\_\_

Parent/Guardian Library Card No.: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_