



SUBJECT: HACKLAB POLICY

Policy No: 2017-11

Date: March 20, 2017

Review Date: March 2021

Number of Pages: 3

PURPOSE

The purpose of this policy is to provide guidelines for the HackLAB service as offered to library users.

POLICY

General

Innisfil Public Library provides public access to the HackLAB in keeping with its role of providing equal access to information and resources, which meet the needs of the community.

Application

This policy applies to all who use the Library's HackLAB.

Guidelines

- The HackLAB is open during normal library hours, but closes 30 minutes prior to the Library's closing time to facilitate cleaning of the space and shutdown of equipment. The space may also close during programs, outreach visits, or events at the discretion of HackLAB Staff.
- The HackLAB equipment and supplies are available to all; however, priority will be given to Innisfil ideaLAB & Library members when scheduling Check-Out-A-Skill appointments and equipment bookings.
- Usage of the HackLAB must be supervised by Staff at all times. In the event that a trained Staff Member is not available, the HackLAB must be closed to the public.
- Parents/Guardians are responsible for their children's use of the HackLAB and equipment therein. Children are not to be left unattended in the HackLAB.

- Reserving time on HackLAB equipment is strongly encouraged. Drop-in customers will be accommodated only if there are no equipment bookings already scheduled. Bookings are limited to a maximum of two (2) hours, and can be arranged by speaking with Staff in person or on the phone on a first-come, first-served basis.
- During times of high usage, equipment bookings will be limited to one (1) hour per week per customer to ensure the space is available to the broadest number of customers. Second bookings within a week will be considered on a first-come and as-available basis. These high usage times include, but are not limited to the months of July, August and December.
- Customers using HackLAB equipment are required to remain with the equipment while their job is in progress. Customers doing 3D printing will be granted an exception to this rule due to the significant amount of time required to complete print jobs.
- A maximum of twenty (20) people are allowed in the HackLAB at a given time.
- No food of any kind is permitted within the HackLAB. Only beverages in lidded containers may be brought into the space.
- A limited supply of materials for use with HackLAB equipment is available for purchase in the HackLAB. Customers wishing to use their own materials in the HackLAB equipment will be required to provide MSDS sheets for said materials to ensure they are safe and compatible with HackLAB equipment. Anyone wishing to use large quantities of materials purchased by the Library for their projects should speak to Staff in advance.
- Customers approved to use their own materials with HackLAB equipment will be charged a maintenance fee.
- Files saved on the HackLAB computers may be deleted. Users must save their work on their own external memory source to ensure that it is not lost.
- Library Staff is available for assistance. Customers who require extra help or training are encouraged to make an appointment through the [Check-Out-A-Skill](#) program.
- Users are required to use the HackLAB in a safe, responsible and ethical manner. All users must adhere to all library policies and current applicable laws, including but not limited to health and safety policies and equipment operating procedures, copyright laws and licensing agreements, and may not create, access, display or distribute illegal material or material that contravenes the *Ontario Human Rights Code* or that is obscene, harassing, racist, malicious, fraudulent, or libelous. Library management has final authority over whether usage of the space is in line with current guidelines. The Library is not responsible for any infringement of copyright, or any other violation committed by library users.

- Users who damage HackLAB equipment through misuse and/or contravention of equipment procedures will be charged for the replacement cost of the equipment and/or damaged material. Any user who introduces a virus, misuses or damages the equipment, attempts to delete or modify either hardware or software, will be held responsible for all damages.
- The Library Board reserves the right to revoke any user's HackLAB access and library privileges if HackLAB usage is not in compliance with this policy.
- The HackLAB is an evolving resource; therefore, this policy is subject to change without notice.

Approved by the Innisfil Public Library Board, March 20, 2017
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