



SUBJECT: HACKLAB POLICY

Policy No: 2025-04

Date: March 24, 2025

Review Date: March 2029

Pages: 3

PURPOSE

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

POLICY

General

The 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 any members of the public who use the Library, and, all Library employees including, but not limited to, full-time, part-time, contract, seasonal, casual, student/co-op employees, long-term volunteers, and Board Members.

Guidelines

- The HackLAB is open during typical operating 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 be closed due to other activities taking place in the space and/or in response to available staffing resources.
- The HackLAB equipment and supplies are available to all customers with accounts in good standing.
- Usage of the HackLAB must be supervised by Employees at all times. In the event that a trained Employee 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, unless attending an age appropriate program as directed by Library Employees.
- Reserving time on HackLAB equipment is required. Bookings are limited to a maximum of one (1) hour. Reservations are only held for fifteen (15) minutes after they are scheduled to begin
- 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 SDS (Safety Data Sheet) 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 must speak to Employees in advance.
- Customers approved to use their own materials with HackLAB equipment will be charged a machine maintenance fee.
- Files should be saved on a customer's own external memory source as those saved on the HackLAB stations will be deleted.
- The Library supports customers in gaining skills and learning how to use the space in various ways, such as classes, Tinkershops, how-to videos, and instructional documents. Limited hands-on support may be provided by Employees to customers booking the HackLAB equipment but is not guaranteed.

- Customers are required to use the HackLAB in a safe, responsible and ethical manner. All customers 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.
- Customers who damage HackLAB equipment through misuse and/or contravention of equipment procedures will be charged the replacement cost of the equipment and/or damaged material. Any customer 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 does not accept responsibility if a project is destroyed, does not print or cut correctly, does not work, or if customers' personal equipment or materials are damaged while accessing the Library's equipment.
- The Library is not responsible for any product, creation, or project once it has been completed and given to the individual. After that point, the customer is fully responsible for its care, maintenance, and use. The Library is not liable for any damage, wear and tear, or misuse that occurs after the item leaves the Library. However, defects in design or quality caused directly by the Library's equipment, materials, or staff assistance may be reviewed within 7 days of receipt.
- The Library reserves the right to revoke any customer's access to the HackLAB and Library privileges if HackLAB usage is not in compliance with this policy.

Approved by the Innisfil Public Library Board, March 24, 2025

Motion Number: 2025.16

Supersedes Policy #2021-10, approved March 15, 2021, Motion #2021.31;

Policy #2017-11, approved March 20, 2017, Motion #2017.31