

Dearborn Public Library **SparkLab Code of Conduct**

The Dearborn Public Library SparkLab is designed to inspire creativity and collaboration. Some activities will stimulate critical thinking; others will turn thoughts into actions or physical objects.

We support a maker culture where:

- All are welcome.
- Everyone shares responsibility for safety.
- We help one another and are receptive to feedback.
- We support one another.
- Innovation is encouraged.
- Thoughtful experiences are created.

This is a space to have **FUN**, **LEARN**, be **PRODUCTIVE**, and work **SAFELY**.

In addition to the Dearborn Public Library's Code of Conduct, the SparkLab has the following requirements:

- **Report all Injuries/Incidents**
 - Immediately report **ALL** accidents, injuries, or incidents to Dearborn Public Library Staff.
 - Immediately discontinue use of the tool(s) or equipment if it becomes unsafe, damaged, or is not working properly; immediately notify Dearborn Public Library Staff.
- **Follow Safe Conduct**
 - Use the space and equipment safely and leave the space and equipment in clean and working condition.
 - Children under the age of 13 years must be accompanied and directly supervised by an adult.
 - Children under the age of 18 years must have a Maker Agreement signed by a parent or guardian on file.
 - Abide by posted equipment requirements including training. Look for the color designation of equipment. Some equipment requires certification or may only be operated by Dearborn Public Library Staff or trained volunteers.
 - Abide by all directions given by Dearborn Public Library Staff.
- **Prepare**
 - Safety is the top priority when using the SparkLab.
 - Be aware of the locations of first aid, fire, and other safety equipment.
 - Never use equipment unless confident in safe usage. If unsure about how to use equipment, ask Dearborn Public Library Staff for assistance.
 - Use a step stool to reach extension cords, equipment or tools that are out of reach. Do not climb on tables or chairs to reach for something.
 - Do not work when tired or in a hurry.
 - Do not cause a distraction, fool around, or startle anyone working with equipment.
 - Think through the entire job before starting. Consider preparing prints or drawings with all dimensions and specifications listed prior to starting a project or submitting a job to

Dearborn Public Library Staff. Dearborn Public Library Staff can direct you to resources to assist in project planning.

Use Protective Gear & Dress Safely

- Do not wear loose-fitting clothing around moving or rotating machinery.
- Remove ties, jewelry, lanyards, etc. and tie back long hair, especially around moving or rotating machinery.
- Wear suitable gloves when handling hot objects or sharp-edged items.

Use Tools and Equipment Correctly

- Use tools and equipment as they are designed to be used. If unsure about how to use tools or equipment, please ask Dearborn Public Library Staff for instruction.
- Never use a broken tool. Report any broken tools or machinery to Dearborn Public Library Staff immediately.
- Do not remove tools from the SparkLab.
- Keep fingers clear of the point of operation of equipment by using special tools or devices, such as push sticks, hooks, pliers, etc.
- Never walk away from equipment or tools that are still on.
- Never tamper with a tool's safety features. Operate machinery according to recommended procedures and with safety guards in place, as applicable.
- Makers are responsible for damage to Dearborn Public Library Equipment. This may mean paying for repair or replacement. For minors, the parent or guardian on record is responsible for the damage to Dearborn Public Library equipment.
- Dearborn Public Library is not responsible for damage to or the theft of items belonging to Makers, including personal belongings, equipment, supplies or projects.

Enjoy Covered Drinks

- Covered drinks are allowed in designated areas.
- **Clean up any spills immediately.**
- Food is **NOT** permitted in the SparkLab, unless part of a library program.

Clean Up When Finished

- Leave the area clean and tidy.
- Clean and return all tools and equipment to their proper locations.
- Shut off and unplug machines when cleaning.
- Never use a rag near moving machinery.
- Use a brush, hook, or a special tool to remove chips, shavings, etc., from the work area. Never use your hands.
- Keep the floor around machinery clean, dry, and free from trip hazards.
- Clean up spills immediately and put a chair or cone over the space if it is wet enough to cause someone to slip.
- SparkLab closes 15 minutes before the library closes. Be cleaned up and prepared to leave at that time.

Failure to follow any of the above may result in a Maker being asked to leave the SparkLab and may result in being banned from future use of the SparkLab.

The SparkLab has a variety of low-tech and high-tech tools and equipment.

Please refer to the following chart for designated usage levels.

	Tools, equipment, and areas of the SparkLab marked with a green sign or tape do not require any specialized training beyond a general safety orientation and signed <i>SparkLab Maker Agreement</i> .
	Tools, equipment, and areas of the SparkLab marked with a yellow sign or tape require you to sign a <i>SparkLab Maker Agreement</i> and completion of mandatory equipment usage orientation.
	Tools, equipment, and areas of the SparkLab marked with a red sign or tape are not for direct use by patrons. Operation of these tools and equipment is restricted to Library Staff or trained volunteers.

Please see “Available SparkLab Equipment” for a list of items for use in the SparkLab and the color designation of the equipment.

Dearborn Public Library SparkLab Maker Agreement

TERMS AND CONDITIONS: The SparkLab and SparkLab equipment is available for use by Dearborn Public Library Card Holders and library staff. Makers must have a current Dearborn Public Library Card. Some equipment requires specialized training or may only be operated by Dearborn Public Library Staff or trained volunteers. Please refer to the color coded usage designation of equipment.

1. The Dearborn Public Library agrees to permit the Maker access and ability to use the Dearborn Public Library SparkLab.
2. In granting use of this space, Dearborn Public Library does not relinquish the right to control the management of the space; or to enforce all applicable laws, rules and regulations.
3. Children under the age of 13 must be accompanied and directly supervised by an adult at all times. Children under the age of 18 must have a **SparkLab Maker Agreement** signed by a parent or guardian on file.
4. Operation of some equipment is restricted to Dearborn Public Library Staff.
5. Makers agree to assume full responsibility for the operation permitted SparkLab equipment. Makers agree to complete all training required for use of designated equipment. If equipment does not require specific training, Makers certify that they are capable of using that equipment in a safe and proper manner.
6. Some equipment can be booked in advance through the Dearborn Public Library website or through a public service desk. Other equipment is available on a first come, first served basis. Dearborn Public Library reserves the right to restrict the amount of time that any equipment may be used by a Maker.
7. Makers agree to abide by the directions of Dearborn Public Library Staff and volunteers.
8. Makers are responsible for providing their own consumable materials such as paper, vinyl, etc. Makers may need to have materials approved by Dearborn Public Library Staff before using it in or with SparkLab equipment. Dearborn Public Library will provide materials needed for library sponsored programs, unless otherwise designated. Dearborn Public Library may provide some consumable materials on an as available basis. Makers agree to use provided materials wisely, with the least amount of waste and only in the amount needed to complete a project.

I agree to:

- Adhere to Dearborn Public Library's Code of Conduct, SparkLab safety rules and all other Dearborn Public Library policies.
- Ask for help when I am uncertain of what to do or how to operate equipment or tools.
- Work and behave in a way that protects the safety of me and others.
- Immediately report accidents, injuries or incidents to Dearborn Public Library staff.
- Leave the SparkLab space and equipment in clean and working condition.
- Immediately discontinue use of the tool or piece of equipment if it becomes unsafe or is in a state of disrepair and I will immediately notify Dearborn Public Library staff.

I also agree:

- Not to use the equipment to create any objects inappropriate for a library setting or that will endanger anyone, including weapons or for, or to further, any illegal purpose or to engage in any illegal activity.
- That I assume responsibility for all aspects of a project from originating files to the quality, durability and/or functionality of a finished product. Dearborn Public Library Staff is not responsible for the success of the product.
- That I am authorized to use the applicable files, data, images, or any other materials in the SparkLab and that the use of the Content will not infringe upon any third-party's copyright, patent, trademark trade secret or other proprietary or intellectual property rights.

INDEMNIFICATION AND WAIVER OF LIABILITY:

1. The Maker acknowledges that he/she is using the SparkLab of his/her own free will and by his/her own decision. The Maker acknowledges that Dearborn Public Library does not have any liability with respect to the Maker's access, participation in, use of the facilities, or any loss or injury resulting from such participation or use. In the case of a minor, that minor's parent or guardian agrees to all contained in this agreement.
2. The Maker shall indemnify and hold harmless Dearborn Public Library, the City of Dearborn, its officers, employees, servants, agents, contractors and volunteers from any and all losses, liabilities, claims or expenses arising out the use of the SparkLab and Equipment and/or occupation of the property belonging to Dearborn Public Library by the Maker; except to the extent that such loss arises from the independent negligence of Dearborn Public Library.
3. The Maker agrees to waive all right of subrogation or recourse against Dearborn Public Library with respect to the use or occupation by the Maker of the SparkLab or the SparkLab equipment.

AUTHORIZATION & PERSONAL INFORMATION ("MAKER")

NAME OF MAKER (please print) _____

DEARBORN PUBLIC LIBRARY Card #: _____

SIGNATURE _____ DATE: _____

NAME OF MINOR MAKER'S PARENT or GUARDIAN (please print) _____

SIGNATURE _____ DATE: _____

EMERGENCY CONTACT (Name/Phone#) _____