



## Collingwood Public Library

Policy Type: **Operational**

Policy Number: **OP – 19**

Policy Title: **Media Lab Policy**

Policy Approval Date: **May 25, 2023**

Policy Review Date: **May 2027**

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### Section 1: Media Lab Use

The Media Lab is available for Collingwood Public Library patrons who meet the following requirements:

1. Patrons must be a current Library cardholder in good standing to use the space.
2. Before using the space, patrons must agree to and sign the CPL Media Lab Acknowledgement. Exception is given to individuals or groups on staff-led tours or Library programs.
3. Patrons must be at least nine (9) years old to be in the space; anyone under the age of thirteen (13) must be accompanied by a caregiver. Exceptions may occur in cases of Library staff-led programming specifically developed for younger patrons.
4. For patrons under the age of thirteen (13), their caregiver will be considered the main user and sign the CPL Media Lab Acknowledgement Form.
5. Items created from Library's Media Lab equipment that are not picked up within fourteen (14) days will become property of the Library.
6. It is the user's responsibility to delete and/or remove any of their files (digital and/or print) from Library equipment in the Media Lab.

### Section 2: Safety Guidelines

1. Patrons must report immediately all accidents, injuries or incidents to a staff member.
2. Patrons must report to a staff member any equipment or behaviours that would result in an unsafe environment.
3. Certain equipment may require safety training from Library staff in order to use.



4. Additional support may be offered by providing user manuals and staff assistance based on availability.

### **Section 3: Booking / Reserving the Media Lab**

1. Reservations for the Media Lab can be made by using the online "Room Request" form.
2. The Media Lab is subject to capacity limits and access may be denied based on space.
3. Library staff are available for limited assistance. Staff are not experts; however, they will assist as much as they can and both staff and patrons can learn together. Patrons who need extra help are encouraged to schedule an appointment for one-on-one assistance.

### **Section 4: Pricing**

1. Use of Media Lab equipment/supplies will incur fees for materials used. Prices will vary and will be determined based on the cost of materials.
2. Patrons may bring in their own materials/supplies provided they are approved by Library staff prior to use.
3. Patrons assume responsibility for materials purchased. The Library will not replace misused materials.

### **Related Documents**

Collingwood Public Library **OP – 01.3 Code of Conduct**  
Collingwood Public Library **OP – 20 Technology Use**  
Guidelines for Media Lab Use  
CPL Media Lab Acknowledgement Form



## Appendix A

### Guidelines for Media Lab Use

1. Patrons must adhere to the following guidelines as well as the CPL policies, which include:
  - a) Technology Use
  - b) Code of Conduct
2. The Media Lab must be used for lawful purposes only and CPL has the right to halt, delete, or disallow creations that are:
  - a) Prohibited by provincial or federal law
  - b) Obscene or otherwise inappropriate for the Library environment
  - c) Unsafe, harmful, dangerous
3. Equipment is available on a first come, first served basis.
4. Equipment used in the Media Lab must be returned by the user to their original location in a clean state.
5. The workspace must be to be cleaned before the user leaves.
6. CPL does not accept responsibility if a project is destroyed, lost, does not print correctly, or does not work.
7. Patrons who damage equipment will be charged a repair or replacement cost.
8. Any user who introduces a virus, misuses, or damages the equipment; or attempts to delete or modify either hardware or software will be held liable for all damages.
9. The Media Lab computers are reserved for digital media projects or educational purposes and are not available for general computer use (email, social media, browsing, etc.)
10. Equipment must be used only in the Media Lab.
11. Covered drinks are allowed at designated table only in the Media Lab. Food is not permitted.



## Appendix B

### CPL Media Lab Acknowledgement Form

I, \_\_\_\_\_, understand that in using the Media Lab at Collingwood Public Library (CPL), I will be held fully responsible for the usage of the space and equipment for myself and/or my child and/or my group.

#### PLEASE READ CAREFULLY

- a) I agree to comply with the following CPL policies and guidelines:
  - i. Technology Use Policy
  - ii. Code of Conduct
- b) I understand that the Media Lab cannot be used to create content that is:
  - i. Prohibited by provincial or federal law
  - ii. Obscene or otherwise inappropriate for the Library environment
  - iii. Unsafe, harmful, or dangerous
  - iv. In violation of another's intellectual property rights; for example, equipment may not be used to reproduce materials that are subject to copyright, patent or trademark protection.
- c) I accept full responsibility for the space, equipment, and furniture in the Media Lab during my session.
- d) As the primary user, I will remain in the room at all times during my session.
- e) I understand that if I fail to return equipment at the end of my session, my checkout, and Media Lab use privileges will be suspended until items are returned.
- f) I understand that I am responsible for the cost of repairs, replacements, or cleaning if the equipment and / or space is damaged.
- g) I understand that the Media Lab computers are reserved for digital media projects or educational purposes only and are not available for general computer use (email, social media, browsing, etc.)
- h) I understand that this waiver will be in effect throughout the year indicated on the date below and that a new waiver needs to be completed each calendar year.
- i) As per the Technology Use Policy, anyone not adhering to this agreement or who willfully abuses or damages any computer or software will have all their Library privileges suspended and will be legally and financially responsible for damages.
- j) I agree to take full responsibility to pay fees related to and supplies provided by CPL.

**I have read and understand the information noted above and by signing below I agree to these terms and conditions.**

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



**If under 18 years of age, a caregiver is required to sign**

**Caregiver Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Personal information contained on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1990. MFIPPA\Regulations 29. The information collected will be used in the process of the library's business.**