



IDEA Lab Agreement

All fields in red are required.

Name: _____

Library Card #: _____

Phone: _____

Email: _____

Date of Birth: _____

Requesting access for children under 12 living at the same address?

By signing this form, you are responsible for charges incurred by those listed below.

Name: _____

Date of Birth: _____

Name: _____

Date of Birth: _____

Name: _____

Date of Birth: _____

Name: _____

Date of Birth: _____

Guardian Information (for those under 18 years of age)

Name: _____ Library Card #: _____

Phone: _____ Email: _____

By signing this document, I, _____, certify that I have read and agree to the Policies for use of the Kanawha County Public Library’s IDEA Lab which are attached, as revised.

Signature of Patron (Age 12 or above)

Date _____

Signature of Guardian (Patron under age 18)

Date _____

See attachment for applicable Policy.

IDEA Lab Policy

The IDEA Lab provides the community with a space that promotes Innovation, Design, Engineering, and Art to support its mission of educational, recreational, and cultural experiences for families and individuals. KCPL encourages patrons to learn new skill sets and technologies in this space at their own pace independently or as part of a community of Makers.

- Patrons must have a current KCPL library card and must sign an IDEA Lab agreement form before using the IDEA Lab equipment.
- The IDEA Lab may only be used for lawful purposes. KCPL reserves the right to halt, delete, or refuse any project or use of the equipment for reasons including but not limited to uses which:
 - Are prohibited by local, state, or federal law;
 - Violate the Patron Code of Behavior;
 - Are obscene or otherwise inappropriate for the library environment;
 - Are unsafe, harmful, dangerous, or poses an immediate threat to the wellbeing of the user or others;
 - Violate the terms of use of the manufacturer; or
 - Violate the intellectual property rights of another party. For example, material that is subject to copyright, patent, or trademark protection may not be reproduced.
- KCPL reserves the right to deny the use of the IDEA Lab and its equipment if a patron violates any part of the IDEA Lab Agreement or any other relevant KCPL policy, including any misuse of the space, as determined by library staff.
 - If a staff member denies use, patrons may appeal the decision through the KCPL appeals process.
- Patrons who are under 12 must be accompanied by a guardian at all times. Patrons who are age 12 and above may use the IDEA Lab independently; however, any patron who is under age 18 must co-sign the IDEA Lab Agreement form with their legal guardian.
- Patrons will follow instructions of staff. Use of IDEA Lab equipment requires training before a patron will be allowed to use it independently. Once trained and instructed, the patron use signifies agreement that the patron is capable of using the software, hardware, and materials in a safe and appropriate manner.
- KCPL is not responsible for any injuries to person or property caused by the improper use or malfunction of equipment.
- Patrons must keep their own personal property and materials with them at all times. KCPL is not responsible for the loss or damage of personal property of patrons.
- The library seeks to recoup material costs by charging fees based on material and machine maintenance costs. The fees are subject to change. Patrons or legal guardians are responsible to

pay any cost for materials, use of machines, clean-up expenses, or user-incurred loss or damage to KCPL property.

- Any patron-supplied materials must be approved by KCPL staff before use.
- KCPL is not responsible if an IDEA Lab project is lost, misplaced, destroyed, does not print correctly, experiences manufacturing defects, or does not work.
- The IDEA Lab does not permit patrons to install programs or otherwise modify the hardware or software.
- Any work saved to the IDEA Lab equipment will be deleted at the end of the business day or upon shutdown of the equipment.
- Library equipment cannot be removed from the IDEA lab unless expressly approved by a staff member.
- KCPL reserves the right to display photographs of patron's projects on the library's website and social media unless otherwise requested by the patron.
- By entering and using the IDEA Lab space, patrons voluntarily assume and accept all risks associated with the equipment, materials, and projects.
- We often photograph and videotape activities in the IDEA Lab. These images are used for publicizing KCPL and its programs. If you do not wish to be photographed, please let a staff member know.
- These policies are subject to revision at any time by Kanawha County Public Library.

For Staff Use:

Information Verified:

Note Added to Account:

Date: _____

Staff Initials: _____