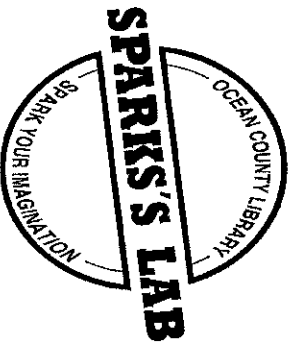


Sparks's Lab Policy

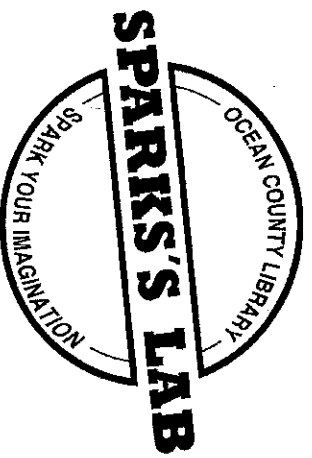
1. Makers will be courteous to other library customers and other Sparks's Lab users. Makers will comply with all rules, procedures and restrictions developed by the Ocean County Library (OCL). This Sparks's Lab policy compliments and works in tandem with OCL's Rules of Conduct, Use of Library, Meeting Room, and Computer & Internet Use policies.
2. Prior to using the OCL Sparks's Lab, Makers must (a) complete a Maker Agreement Form; and (b) verify his/her identity with a valid Ocean County library card.
 - A Minor without a valid library card may verify his/her identity with a library card and valid photo ID of a parent/legal guardian with appropriate legal authority to sign the Maker Agreement Form.
 - Ocean County Library welcomes out-of-county visitors to use the Sparks's Lab. Visitors must show an approved form of identification, as per our Computer & Internet Use policy.
3. Young children are the responsibility of their parents or caregivers and may not be left unattended in the Sparks's Lab. Makers under age 9 must be with their parents or caregivers in the Sparks's Lab at all times. Parent/caregiver supervision is recommended for all minors, as the lab contains potentially dangerous tools.
4. Items used in the Sparks's Lab are to be returned in the same condition as they were issued, barring normal wear and tear.
5. The Maker agrees to take precautions to avoid causing unnecessary mess or damage in the OCL Sparks's Lab. The Maker agrees to clean up his/her workspace in the OCL Sparks's Lab following use. The Maker agrees to inform the staff member in the case that they are unable to return a work surface, tool or equipment to its original state.
6. The Maker acknowledges that the library is only able to provide consumable materials on a limited basis. The Maker agrees to avoid wasting consumable supplies and materials.
7. If a Maker is having trouble with Sparks's Lab equipment, OCL staff may be contacted; however they may not be able to fix a problem immediately.
8. The OCL does not accept responsibility if a project is destroyed, does not print correctly, or does not work.
9. The Maker agrees that the OCL is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials or equipment supplied by the Sparks's Lab, or for the quality or condition of a user's project.

10. Only OCL computers may be connected to OCL machines, such as 3D printers, cameras, video recorders, etc.
11. Use of the OCL Sparks's Lab is intended for discovery, learning, entertainment and prototyping purposes. Production of goods to be sold for profit is contrary to the library's mission and will not occur in the OCL Sparks's Lab.
12. The OCL reserves the right to halt, delete, or disallow the creation of items that violate the Sparks's Lab policy. Makers are not permitted to create materials that are:
 - a. Prohibited by local, state or federal law.
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
 - c. Offensive, obscene, or racist.
 - d. Functioning weapons.
 - e. In violation of the library's Code of Conduct, Computer Use Policy, or any other library or county policy.
 - f. Violate patent, copyright, trademark, or otherwise infringe upon the intellectual property of others.
13. Makers will not:
 - a. Modify any hardware or software on the Sparks's Lab computers.
 - b. Use the Sparks's Lab computers or equipment for illegal activities, advertising, lobbying or commercial purposes.
14. Makers must provide their own external storage devices and/or media. All images, videos, recordings and projects will be removed from the Sparks's Lab equipment after use. OCL is not responsible for files (digital or print) left behind.
15. Violation of the rules, responsibilities and agreements set forth in these policies may result in loss of library privileges. Willful misuse of the equipment will result in loss of use privileges.
16. Some machines will be unavailable during programs.
17. There is no guarantee of quiet in the Sparks's Lab. However, excessively boisterous behavior or activities prohibited by the OCL Rules of Conduct will not be permitted.
18. The Sparks's Lab may not have more than ____ people inside the lab at any one time.
19. The Sparks's Lab will maintain times for general use by the public as staffing allows. Likewise, groups and classes may reserve the Sparks's Lab on designated days, thus optimizing the space for the broadest use. Groups must follow the guidelines of the OCL Meeting Room policy and must fill out the accompanying application. A weekly calendar of Sparks's Lab availability will be posted online and displayed near the Sparks's Lab entrance.
20. Makers may use the Sparks's Lab for a limit of two hours per day, followed by 15 minute increments if no one is waiting to use the equipment/machine.
21. Use of the Sparks's Lab is generally free. Use of some equipment and materials, however, may be subject to a fee.



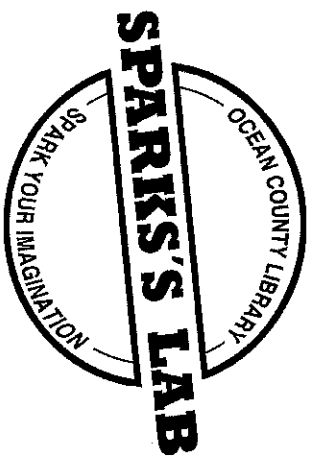
3D Printing Policy

1. Makers are not permitted to create materials that are:
 - a. Prohibited by local, state or federal law.
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
 - c. Offensive, obscene, or racist.
 - d. Functioning weapons.
 - e. In violation of the library's Code of Conduct, Computer Use Policy, or any other library or county policy.
 - f. Violate patent, copyright, trademark, or otherwise infringe upon the intellectual property of others.
2. The OCL reserves the right to refuse any 3D print request.
3. The OCL reserves the right to view all 3D design files before printing.
4. Only designated library staff will have hands-on access to the 3D printers.
5. Makers must use 3D printing filament provided by the library. Variety and availability of filament colors may vary.
6. Printed items must be picked up within seven days. Abandoned items will become property of the library and may be discarded.
7. Unsuccessful prints:
 - (1) The library will reprint a design due to printer error (filament tangle, mechanical error, object falls off the build plate, etc.).
 - (2) Success of a print depends on the design of the object. The library offers regular instructional classes to customers who wish to learn about 3D printing best practices.
8. Customer 3D design files will be deleted from library SD cards after the object has been printed.



Safety Guidelines

1. The OCL provides the Maker with access to safety supplies in the Lab, including safety goggles, masks, gloves, first aid kits, and fire extinguishers.
2. Certain tools and machinery have age requirements for use, which are listed on their Equipment Use Guidelines cards.
3. Some tools require specific safety gear, which is described on the tool's Equipment Use Guidelines card. All safety gear must be worn as appropriate.
4. Certain items may also require hair and any dangling items, like jewelry, to be secured or covered before use.
5. Appropriate close-toed shoes and clothing must be worn depending upon the activity.
6. The Maker agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify the OCL Sparks's Lab staff member.
7. Makers must report any accident/incident that occurs on OCL Sparks's Lab premises to a staff member.



OCL SparkLab Maker Agreement

Welcome to the Ocean County Library (OCL) Sparks's Lab! Please review the policies and guidelines set forth below. Acceptance of and compliance with these provisions is required for your use of the space, tools, equipment and materials provided within.

Name	_____	DOB	_____
OCL Library Card # / Out-of-County type of ID	_____		
Phone #	_____	Email	_____
Parent / Legal Guardian Name (if under 18)	_____		
Phone #	_____	Email	_____
Address	_____		

How did you hear of the OCL Sparks's Lab? _____

What would you most like to learn or make in the OCL Sparks's Lab? _____

How do you plan on using the OCL Sparks's Lab? _____

Share your skills and passion!

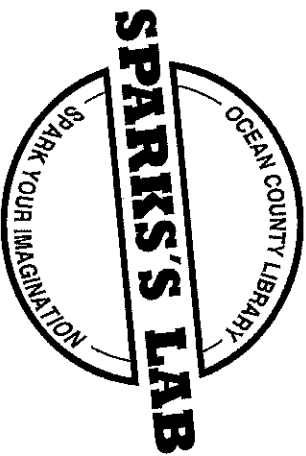
Interested in helping with classes or programs in the OCL Sparks's Lab?

Yes Maybe Not right now

If so, on what projects or topics? _____

Ocean County Library
101 Washington Street
Toms River, NJ 08753
732-349-6200
www.theoceancountylibrary.org

Copy to Admin File: _____	Initials _____	Date _____	Admin _____
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Maker Agreement

I, _____ (print name), affirm that the information I have provided on the Maker Agreement is current, true, and correct. I understand that this information may be subject to verification.

I, _____ (print name), do hereby for myself, on behalf of my heirs, successors, and assigns, in consideration of being permitted to use tools and equipment, waive any and all claims against the Ocean County Library for any personal injury, illness, death, or liability resulting from or arising out of the carelessness, recklessness, negligence and / or fault of the Ocean County Library.

I, _____ (print name), hereby for myself, on behalf of my heirs, successors, and assigns, in consideration of being permitted to use tools and equipment, agree to release and hold harmless and defend the Ocean County Library, their offices, agents, volunteers, Board of Trustees and employees from any and all liability, loss, claims, and demands, actions, or cause of action for the death or injury to any persons and for any property damage suffered or incurred by any person which arises or may arise or be occasioned in any way from the maker or possession of tools, technology, equipment or supplies I am using in the OCL Sparks's Lab. Any available insurance of the maker's shall be primary and OCL's be Non Contributory.

The parties intend each provision to be severable and separate and apart from one another.

The parties agree that any and all disputes resulting in litigation will be commenced, litigated, and adjudicated only in the County of Ocean, State of New Jersey pursuant to the laws of the State of New Jersey.

If a court of law construes that any part of this release is invalid, such construction shall not invalidate the remainder of this release.

I have read this release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

Signature _____ Date _____
Printed Name _____

Any maker under eighteen years of age must also obtain the following consent and release before using the OCL Sparks's Lab.

I, _____ (print name), am the parent or guardian of _____ (print name). I consent to this and state that I have read the above release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

Parent/Guardian Signature _____ Date _____
Printed Name _____

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Copy to Admin File: _____ Initials _____ Date _____ Admin _____