

The Libratory Use Policy at the Goshen Public Library & Historical Society

The Libratory at the Goshen Public Library & Historical Society (GPLHS) promises a welcoming, safe space for community members of all backgrounds to connect, discover, build and create through hands-on experimentation and exploration. We strive to provide opportunities to collaborate and learn new skills using equipment, tools and materials that spark creativity, build community, promote digital literacy and provide opportunities for life-long learning.

Acceptance of and compliance with the policies of the Libratory is required for your use of the space, tools, equipment and materials in the Libratory at the GPLHS.

Everyone using the Libratory is asked to acknowledge and agree to this policy when reserving equipment or registering for a class/program in the Libratory or attending Open Hours.

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1. Patrons must be valid GPLHS cardholders to use Libratory equipment.
 2. This Libratory Use Agreement compliments and works in tandem with the GPLHS Code of Conduct in the Library Policy, Internet and Wifi Policy, and Meeting Room Policy.
 3. Prior to using the Libratory, adult patrons must complete and sign the Libratory Waiver form.
 4. Patrons must be 12 years old or older to use the Libratory. When not in a Library program, children are the responsibility of their parents or caregivers and may not be left unattended in the Libratory. Children under the age of 12 may not enter the Libratory.
 5. Minor patrons must have an adult parent, guardian, or other person with appropriate legal authority sign the Libratory Use and Liability Waiver form for Minors before attending a Libratory activity library program. Parent/guardians are welcome to tour the Libratory area to become familiar with the facilities and equipment and evaluate use by a minor child, and GPLHS staff are happy to answer parent/guardian questions.
 6. Tools and machines are available by reservation.
 7. Patrons must return tools to their original location in a clean state, as well as clean the workspace before departing.
 9. GPLHS is not responsible if a project is destroyed, does not print correctly, or does not work. The patron understands that GPLHS is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied by GPLHS. Only Library computers may be connected to library machinery unless specifically noted otherwise.
 10. Projects are subject to approval by staff prior to use of machinery. Only staff can run machinery. Staff must approve all patron-supplied materials before they are used on machines to reduce the risk of damage to machines or harm to patrons within the Libratory.
 11. When machines are out of order, staff will attempt to contact patrons with reservations. This courtesy cannot be guaranteed.
 12. Absolutely no food or drink is permitted unless part of a Library program.
 13. The GPLHS reserves the right to halt, delete, or disallow the creation of items that violate the Libratory Policy. Patrons 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. Deemed offensive, obscene or racist by Library staff.
 - d. Functioning weapons.
 - e. In violation of the library's Code of Conduct, Computer Use Policy, or any other library policy.
 - f. Violate patent, copyright, trademark or otherwise infringe upon the intellectual property of others.
 - g. All machines must be used within the manufacturer's guidelines.
14. Patrons need to check in with the staff members on duty, using their GPLHS library card each time before using the space. The patron attending Libratory activities must match the GPLHS card used.
15. All reservations are limited to 2 hours. Patrons agree to carefully plan their time to not run over into another reservation and have their project area cleaned up before the end of their reservation. No new projects can be started ½ hour before the end of Libratory hours. All project areas should be clean 15 minutes before closing.
16. Patrons must participate in mandatory safety and use trainings in order to use certain tools and machinery. They may not use these tools until training has been completed, as confirmed by GPLHS staff.
17. When using a tool that does not require training, the maker is certifying that they can use that item in a safe and proper manner.
18. Staff are available to assist in explaining the operation of tools and equipment as time allows and will make materials (such as manuals) available upon request.
19. Patrons with disabilities who need special arrangements or accommodations should notify staff at the location of interest as far in advance as possible before their expected time of use.
20. GPLHS provides patrons with access to safety supplies in the Libratory.
21. Some tools require specific safety gear as described in training. All safety gear must be worn as needed. Closed-toe shoes and clothing must be worn in the Libratory.
24. Patrons should report any accident or incident that occurs to a staff member and should report any unsafe behavior by anyone to staff.
25. Patrons agree to take precautions to prevent avoidable mess or damage in the Libratory. Patrons agree to minimize waste of materials.

FEES

Use of tools and equipment is free of charge. Fees may be charged to cover the cost of consumable materials and supplies. Please consult with staff about the availability of consumable materials and other supplies before planning a project. Users (or if minors, their parents/guardians) are responsible for any fees incurred for loss or damage to Library property, not associated with normal wear and tear, that is the result of: inappropriate or unauthorized use of tools, equipment, or consumable materials; or for cleanup of the tools, equipment, or the space.