

MakerStudio Equipment Use and Borrowing Policy, Guidelines and Liability Waiver

The **MakerStudio Equipment** is a collection of tools and equipment that are available to the adults in the community, to use in the MakerStudio (located on the second floor of the library) only, at no charge. They help meet the Library's mission to promote the development of independent, self-confident, and literate citizens through the provision of open access to cultural, intellectual, and informational resources. Patrons who borrow and use this equipment agree to abide by following borrowing policy, guidelines and liability waiver.

Borrowing Policy

Equipment is used at the sole risk of the borrower. The Library makes no representation or warranty as to the fitness for use or condition of the items. Borrowers are responsible for reading and abiding by all manufacturer's recommendations, warnings, and instructions for use.

Equipment must be used in the MakerStudio only, and must be checked out and checked in at the Adult Reference desk on the second floor. Items must be returned intact, clean, in working order, and complete (including all accessories, parts, cables, manuals, and packaging provided when borrowed). As with all library materials, borrowers are responsible for the care of the item and any supplemental materials. If any of the Library's property is lost or damaged, borrowers agree to provide the cost of repair or replacement.

Some equipment requires the patron to complete training before use. Patrons may not use these pieces of equipment without training. The following items require prior training before use:

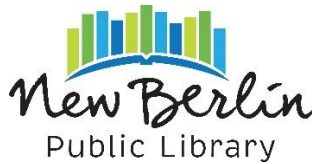
- Cricut Maker 4
- Brother Sewing Machine

When using equipment, the patron certifies that they are capable of using the equipment in a safe and proper manner. The patron must follow any safety guidelines listed on the equipment's usage sheet.

The Library is not responsible for any defects or the quality of any of the equipment in the MakerStudio. If any of the equipment begins to act in an incorrect or unsafe manner, the patron must immediately discontinue use and notify Library staff.

The Library reserves the right to take equipment out of circulation temporarily to support a library program or for repair or maintenance. Library staff may limit the number of repeat loans of a specific item to one household in the interest of ensuring fair access for all library patrons.

A valid library card with no outstanding fines is required for checkout. All borrowers must sign a liability waiver.



Borrowing Policy Guidelines

- Patrons must have a valid CAFÉ Library card in good standing.
- Loan period is 2 hours, and may be renewed one time if no other patrons are waiting.
- Late fees are \$10/hour.
- Equipment must be checked in at the Adult Reference Desk. Equipment may NOT be removed from the MakerStudio. Rather, patrons should leave the equipment on the table, and visit the reference desk to let them know they are finished and ready to return the equipment.
- Items must be returned intact, clean, in working order, and complete (including all accessories, parts, cables, manuals, and packaging provided when borrowed).
- There will be a \$5 cleaning charge added for items with residue which require additional cleaning.
- Replacement costs will be charged for lost or damaged items, and/or if the item is not returned by the end of day (30 minutes before close).

Liability Waiver

In consideration of my or my designee's use of the equipment lent by the New Berlin Public Library, I hereby voluntarily release, discharge, waive, and hold harmless the New Berlin Public Library and its employees, the Board of Trustees, and the City of New Berlin and its employees from any loss, damage, or injury to persons or property arising from the equipment. In no event shall the Library be liable to me for indirect or consequential damages.

I agree to indemnify and hold the Library and its employees harmless from and against any liabilities, claims, actions, proceedings, damages, losses, costs, and expenses, including attorney's fees, for all injuries or death of any person, or damage to any property occurring or connected with, directly or indirectly, my possession, use, and return of the equipment.

I am borrowing the equipment as-is. I acknowledge that I have examined the equipment and that its condition is acceptable. I agree to keep and maintain the equipment in good condition, use it in a careful and appropriate manner, and to comply with all manufacturer recommendations.

I understand that the Library does not provide supervision or instruction for use of the equipment. I understand and acknowledge that the use of the equipment may involve a risk of serious injury. I agree to refrain from using the equipment in a manner inconsistent with its intended purpose.

I have read this Liability Waiver and my signature below indicates my agreement with the Library of Things Borrowing Policy.

Print Name: _____

Signature: _____ **Date:** _____

Library Card Barcode: _____