



Innovation Lab User Agreement

As part of our general mission to provide the community with the opportunity to seek and share ideas and information that enrich lives, foster literacy, inspire intellectual curiosity and stimulate the imagination, we are now offering an Innovation Lab at Central Library. The Innovation Lab will:

- Allow participants to explore and gain practical experience with new technologies.
- Enable participants to utilize their “creative” and “maker” skills as they create new things.
- Encourage collaborations and the sharing of skills/knowledge among participants.

Eligibility

The innovation lab is available to library patrons 13 and older. Minors must have a User Agreement signed by their parent or guardian.

All users must have a library card in good standing to use the Innovation Lab. Users must complete and sign the Innovation Lab User Agreement before using the Innovation Lab.

Rules of Use

Use of the Library’s Innovation Lab is subject to the rules in this User Agreement as well as any other applicable Library policies and procedures. Failure to abide by all applicable policies and procedures will result in suspension or loss of Innovation Lab use privileges. For a complete list of policies and procedures visit www.pasadenapubliclibrary.net/steam. Policies and procedures are subject to change without notice.

Users of the Innovation Lab agree to respect any and all applicable copyright laws and licensing agreements. Furthermore, users agree not to use the Innovation Lab in violation of any local, state, or federal ordinances, regulations, or laws.

Users agree to be courteous to other Innovation Lab users and Library patrons.

Some of the equipment located in the Innovation Lab may contain aspects, parts, or components that could cause injury to the user if all Library rules, policies, procedures, and restrictions are not followed. Users agree to release the Pasadena Public Library from any and all liability for any loss or damage that may occur at the Pasadena Central Library. User also agrees to release the City of Pasadena, its employees, agents and representatives, from any and all liability, personal injury, claims, or damages which in whole or in part result from, or arise out of, or are claimed to result from or arise out of the use of the Innovation Lab, including the equipment, tools, and materials therein.

The computers located in the Innovation Lab are intended for patrons utilizing the special software programs or equipment located in the Innovation Lab. The Library reserves the right to reassign patrons to other computers in the library if they are not utilizing the Innovation Lab for its intended purposes. Lab Monitors will assist patrons using the Innovation Lab to the extent that time, other duties, and patron demands will allow.

Reservations, Session Length and Damages

The Library reserves the right to make advanced reservations for special purposes and events. The Library does not guarantee the availability of any equipment in the Innovation Lab.

The Library reserves the right to extend or reduce session length at its sole discretion.

The Library assumes no responsibility for any damage that may occur to participant's materials or projects.

Name: _____ **Date:** _____

Address: _____ **Phone No.:** _____

Library Card Number: _____

Photo ID (Type & Number): _____

I, _____ (name), have read the Innovation Lab User Agreement, and agree to follow all the rules, policies, procedures, and restrictions relating to use of the Innovation Lab. I understand that these rules, procedures, and restrictions may change at any time without notice and that I will make myself aware of all changes or modifications of said rules, policies, procedures, and restrictions.

I agree that by signing this agreement and/or utilizing the Innovation Lab, I shall defend, indemnify, and hold harmless the Pasadena Public Library, the City of Pasadena, its employees, agents and representatives, from any and all liability, personal injury, claims, or damages which in whole or in part result from, or arise out of, or are claimed to result from or arise out of my use of the Innovation Lab.

I also understand and agree that I am financially responsible for any and all damage done to Innovation Lab equipment resulting in my use or failure to follow all rules, policies, procedures, and restrictions. I understand that I am responsible for and agree to pay the repair and replacement costs of the equipment resulting from such actions.

Signature: _____ **Date:** _____

Parent/Guardian Information (applicable for minors)

Parent or Legal Guardian Full Name (Print): _____

Parent/Guardian Library Card Number: _____

Parent/Guardian Photo ID (Type & Number): _____

Parent/Guardian Phone No.: _____

Parent or Legal Guardian Signature: _____ **Date:** _____

Staff Use Only:

Library Card Updated: _____

Staff Initials: _____