



The purpose of the Imagine Lab is to provide open access to information and various technologies to enhance professional, personal, and educational goals for all ages. It is a place to gain hands-on experience, knowledge and skills and to make stuff! We encourage socialization, creativity and tinkering in the Imagine Lab.

Conditions of Use:

- Patrons must have a valid Champaign County Library card to use the Lab.
- All patrons aged 13 and up may use the Lab independently. Patrons aged 12 and under may use the Lab if supervised by an adult at all times.
- Patrons must check in with Library staff on duty before entering the Lab.
- The Lab is available on a first-come, first-served basis; however, scheduled Library programs have priority. If others are waiting please be courteous and limit your time to 30 minutes.
- The Lab will be closed and locked 1 hour before the Library closes. Please make sure your work is completed and your work area is cleaned before this time.

Materials & Fees:

- Lab tools and devices are free to use. The Library has a limited amount of materials available for a small fee. At this time the Library only accepts payments by cash or check.
- The Library will not offer refunds for supplies used.
- Patrons may bring their own materials to use the Lab equipment if they wish. When doing so, patrons must show the material to Library staff before using it so they can make sure it can be used safely with that particular piece of equipment.

Equipment Use & Safety Measures:

- Some equipment will require training before a patron may use it. To be trained how to use such equipment, a patron should schedule a training session with Library staff. The library will keep a record of which pieces of equipment each patron is trained to use.
- Library staff assistance with equipment and technology is available as time permits.
- Patrons are not to modify any hardware or software on the Lab computers.
- Lab equipment may not be left unattended while it is in use; a patron aged 13 and older must stay with it at all times.
- Only Library computers may be connected to the machines.
- If the Lab or its equipment is found to be damaged or missing when a patron is finished using it, that patron may be subject to a fee.
- If Lab tools or equipment break, or if any accidents occur while using the Lab, let Library staff know immediately.
- The Library does not accept responsibility if a project is destroyed, does not print correctly, does not work, or if any of the patron's personal equipment is damaged or destroyed while using any of the Library's equipment.
- Any work saved on the Library computers will be deleted once the computer is turned off and cannot be recovered. Patrons must save their files on an external storage device.
- Patrons will follow all posted safety procedures and abide by the guidance of the Library staff in charge.

Restrictions:

- The Lab may be used only for lawful purposes. Patrons are prohibited from using the Lab equipment to create material that is:
 - a) Prohibited by local, state, or federal law.
 - b) Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others (such use may violate terms of the use of the manufacture).
 - c) Obscene or otherwise inappropriate for the Library environment.
 - d) In violation of another’s intellectual property rights. For example, the equipment may not be used to reproduce material that is subject to copyright, patent, or trademark protection.
- The Library reserves the right to halt, delete, or disallow the creation of items that violate the Champaign County Library policies, including the creation of weapons, obscene materials or illegal items.
- No food or drinks are allowed in the Lab.

Imagine Lab Agreement:

By signing, I indicate that I understand the terms of this Policy and agree to abide by it when using the equipment

Borrower’s Signature

Date

Borrower’s Name (print)

Library Card Number

Phone Number

E-mail address

Parent or Legal Guardian’s Signature (if under 18)

Signature

Date

The Library reserve the right to change this policy at any time.