

iCreate Use Agreement

Loveland Public Library 300 N. Adams Ave. Loveland, CO 80537
Library Technology & Innovation (970) 962-2599

I, _____, attest that I will watch the iCreate orientation video in its entirety before using the lab. I also agree to the terms of use for the iCreate lab and equipment as outlined below.

- (1) I understand that **I am financially responsible** for the iCreate equipment that I reserve or check out. If any piece of equipment is lost or damaged during my session, I will pay the replacement cost of the item.
- (2) I understand that the iCreate lab is intended for digital content creation and creative work. I will not use the lab for email, Facebook, or surfing the internet not directly related to my project.
- (3) I understand that I am responsible for properly saving my project, and that the Library and its staff are not responsible for any loss of data that may occur.
- (4) I understand and agree to abide by the posted iCreate room policies, including:
 - No food or drinks in iCreate lab
 - Keeping the lab neat and clean
 - Using provided headphones
 - No cell phone use in the lab
 - Being respectful to other patrons
 - All other Library general behavior and computer lab policies
- (5) I understand that the iCreate lab holds **two** workstations that may both be in use by separate groups or individuals. I agree to work respectfully with others who share the room with me.
- (6) I understand the iCreate lab reservation policy, as detailed below:
 - Patrons can make reservations in person or over the phone at the Library Technology desk in the iExplore lab up to one week in advance.
 - The iCreate lab will be reserved in 4-hour blocks to library patrons whose accounts are in good standing and who have completed the iCreate orientation and signed this agreement form.
 - Reservations will be held for 15 minutes past the assigned start-time and then will be released for drop-in users.
- (7) I understand that, while basic iCreate help (eg. opening software, starting and saving projects, printing) may be available immediately from Library Technology staff, advanced help will be available by appointment only. To make an appointment, please see the Library Technology desk in the iExplore lab or call (970) 962-2599.

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- (8) If a computer or other piece of iCreate equipment is not working, I will see a Library Technology staff member for help.
- (9) I understand the iCreate printing policy, as detailed below:
- To print on the iExplore printers, patrons should send their jobs to the “Black and White” or “Color” printer. Patrons should come to the print release station in the iExplore lab to release and pay for their jobs. The cost for printing here is: **10¢/page for black and white; 50¢/page for color**
 - To print on the iCreate poster printer, please ask a Library Technology staff member for help. The cost for printing on this printer is: **\$5/linear foot**
Poster prints must be started by 30 minutes before the library closes.
 - *There will be no refunds for printing mistakes, even on the poster printer!*
- (10) I understand that iCreate camera kits are intended for **in-library use only**, and will be checked out to patrons with cards in good standing and who have completed the iCreate orientation and signed this agreement form. I understand that if I check out a kit, I am responsible for the safe return of every item in it, and will pay to replace any missing or damaged items.
- (11) I understand that the **3D printer reaches temperatures of 240 degrees Celsius (464 degrees Fahrenheit)**, and I will take caution when the printer is in use. I understand that a member of staff is available to help me get my print started, but that it is my responsibility to monitor the print’s progress. If I cannot be present for the entirety of my 3D print job, I will leave the file with library staff who will print it for me. *If I leave a file with library staff for printing, I understand that my file is at the bottom of the queue and may take several days or weeks to be printed, depending on the library’s 3D print volume.*
- (12) I further understand that I am responsible to pay for the 3D parts I print plus any support materials for the job. I understand that a printed object’s cost is based on its weight, rounded to the next 10 grams. **The cost of 3D Printing is \$1 per every 10 grams used.**

Signature

Date

Print Name

Library Card Number

Parent/Guardian Signature

Date