

## STEAM Central Usage Policy

Created December 21, 2016 and approved by the Tom Green County Library Board.

### Overview

STEAM Central provides a participatory learning environment where Tom Green County Library (TGCL) card holders can utilize tools and equipment for hands-on learning opportunities, gain access to the latest technology to encourage entrepreneurship, and to help our patrons (Makers) to become more creative and empowered with new skills. TGCL wants Makers of all sorts to be able to share and learn from one another.

To achieve this goal, users of STEAM Central must observe not only TGCL policies, but the additional policies and responsibilities listed here. Failure to do so may result in the revoking of STEAM Central privileges and/or library privileges as outlined in the TGC Library's [Code of Conduct](#).

### Registration and Access to STEAM Central

Makers must be a TGCL cardholder in good standing. Prior to using STEAM Central for the first time, Makers must complete the [Maker Waiver Form](#), present their library card, and verify their identity with a photo ID. Before each subsequent use, Makers must check in with STEAM Central staff with their library card or photo ID.

### Access to STEAM Central for Makers Under 17

The TGC Library's [Safe Child Policy](#) applies to STEAM Central. Makers under 17 must have a parent or guardian present to sign the [Maker Waiver Form](#). Makers under the age of 13 must be accompanied by a parent or guardian at all times. The age restrictions will be identified on the usage guidelines for each piece of equipment.

### Using STEAM Central Equipment

1. Some equipment may require training before use. Makers may not use these pieces of equipment unless the Maker has attended a training class, passed a checkpoint test for that certain piece of equipment, and received approval from staff for each use.
2. When using any equipment without a training requirement in STEAM Central, the Maker certifies that they are capable of using the equipment in a safe and proper manner, and must follow the safety guidelines listed on the equipment's usage sheet. Staff may not be available to assist with the use of any of the equipment.
3. STEAM Central is not responsible for any defects or the quality of any of the equipment in STEAM Central. If any of the equipment begins to act unsafe or incorrectly, immediately discontinue use and notify STEAM Central Staff. If you notice any damage to the equipment, please notify staff and ask approval before use.
4. Equipment borrowed must be returned in the same condition as issued, barring normal wear and tear. Makers agree to pay for the loss of or damage to any items due to misuse.

5. Reservations on the equipment and STEAM Central/Library Programs take precedence over walk-ins. Please see the [Reservation Policy](#) about reserving certain equipment. Other than the equipment that can be reserved, the items in STEAM Central are on a first come, first serve basis. STEAM Central Staff has final say on any disagreement over use of equipment.
6. Makers may temporarily lose equipment access and require retraining on equipment if they:
  - a) cause the equipment to be out of service;
  - b) do not follow the equipment usage guidelines;
  - c) demonstrate a lack of the basic knowledge required to use the equipment.

Makers may lose their equipment access if retraining is required more than one time per piece of equipment.

#### **Other Responsibilities for Makers while in STEAM Central**

1. Makers agree to keep their work space neat and to return all equipment to its proper place when finished.
2. A Maker must be in reach of the equipment at all times while it is in use.
3. Makers must immediately notify staff of any accident or incident of policy violation that occurs in STEAM Central.
4. Any personal effects, supplies or equipment left unattended or stored in the space are not the responsibility of STEAM Central or the TGC library.
5. Food is allowed only in the lounge and collaboration areas of STEAM Central. Drinks are allowed in STEAM Central as long as they are in an enclosed container.
6. Makers must respect the intellectual property of others and U.S. copyright laws.
7. Makers may not utilize STEAM Central space or tools to create weapons or other objects deemed unlawful, dangerous, or inappropriate by STEAM Central Staff.

Disclaimer: While STEAM Central staff will make every effort to oversee the use of STEAM Central's equipment, use of the equipment is not under direction or control of STEAM Central. STEAM Central, TGCL, Tom Green County are not responsible for any object created with the use of the equipment, including harm or injury incurred as a result of usage of the equipment.

