

**Title:** EPL MAKERSPACE – STUDIO LAB TERMS OF SERVICE

**Date:** October 25, 2024

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1. **To participate in this service, customers must:**
  - a. Have an EPL membership or equivalent through a participating institution (e.g., Me Libraries, post-secondary L-Pass)
  - b. Complete EPL's waiver, or have the waiver completed on their behalf by a legal guardian if under 18.
  - c. Be 12 years and older to use the facility without a caregiver present. If under 12, a customer must be accompanied by a caregiver who has completed the required training and is present at all times to facilitate the child's safe use of the space.
  - d. Notify us of booking changes more than 24 hours before the booking start date. Failure to notify us prior to a missed booking will result in loss of Studio Lab certification.
  
2. **Safety first – training will be provided**
  - a. Staff will help customers use the space safely in accordance with the guidelines. This will be provided in the Studio Lab Certification class, and as needed throughout your access to the space.
  - b. Those with prior experience and training are still required to complete the Studio Lab Certification Class to create bookings in the space.
  
3. **EPL's Studio Lab is for learning, hobbyist, and personal creative applications, and EPL reserves the right to approve or reject projects on the following basis:**
  - a. EPL's Studio Lab service is primarily offered in a non-commercial capacity. If a customer's project requires charging clients or financial transactions for access or services provided, the Library may refer them to a local commercial studio.
  - b. Library services and equipment are to be used in a manner consistent with the Library's Customer Conduct Policy.
  - a. In keeping with the Library's value of Intellectual Freedom and the CFLA-FCAB Statement on Intellectual Freedom and Libraries, the Library promotes equitable access to a wide variety of expressive content. Access to services will not be denied except where there are reasonable grounds to believe the proposed activity is contrary to the law.
  - b. The Library will not knowingly permit any individual or group to use its services for any illegal purpose, including contravention of the Criminal Code and criminal law of Canada. Any content produced by customers

**Spread the words.**

does not imply any endorsement of the aims, policies or activities of any group or individual by the Library.

**4. Copyright at EPL:**

- a. The Library is not responsible for infringing copies or items made by users of the Edmonton Public Library Makerspaces and copying equipment. It is the user's obligation and responsibility to determine and satisfy copyright or other use restrictions including but not limited to, copyright, privacy rights, licensing, trademark, and technical protection measures.
- b. If a copyright holder believes that their intellectual property rights have been infringed by the use of our facilities, we will take all necessary steps as an intermediary to notify the relevant parties under the Notice-and-Notice provision of the Copyright Modernization Act of 2012.

**5. Customers bringing their own project supplies must:**

- a. Ensure that all supplies comply with the Studio Lab Non-Accepted Materials policy
  - i. Non-Accepted Materials: Pets, Smoke or Fog, Glitter, Food, Spillable drinks, Artificial scents / strong odors, or hot lights (Continuous incandescent or tungsten bulbs).
- b. Be able to carry supplies in and out without use of the loading dock area.
- c. Customers cannot store projects on site between sessions.

**6. Customer projects must:**

- a. Fit within specific booking duration including set-up and clean-up. Customers can book a second appointment to complete projects, as needed.

**7. EPL provided equipment during your booking.**

- a. The gear provided in the Studio Lab is subject to availability, and not guaranteed in the event of theft, damage, or other circumstances which may take equipment out of availability.

**8. Help us keep the equipment and workstation in safe working condition:**

- a. Alert staff immediately if you suspect any problem with the equipment or facilities – staff will perform all maintenance and repair tasks.
- b. Ask staff if you need assistance with a set-up or clean-up procedure or need any other assistance - we are happy to help!