

# Craft Room User Agreement

Approved March 14, 2023

## Scope

Our Board of Trustees and library staff are excited to offer a specially designed room that accommodates a variety of crafting needs and styles.

## Guidelines for Use of Craft Room:

- Library equipment cannot be removed from the craft room.
- Crafters must reserve the craft room and check in with a staff member at their reserved time. Equipment in the craft room is available by reservation only during the library's open hours.
- Crafters must participate in training in order to use machines. When using a tool that does not require prior instruction, the crafter is certifying that they can use that item in a safe and proper manner. Additionally, staff will make materials such as manuals available upon request.
- Parents, caregivers, and aides are responsible for the people in their care.
- The Henrietta Public Library is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the equipment.
- The crafter agrees that if any piece of equipment becomes unsafe or in a state of disrepair, they will immediately discontinue use of the equipment and notify staff.
- Crafters should report any accident/incident that occurs in the craft room to a staff member. A first aid kit is available in the room for minor injuries.
- Items in the craft room are to be left in the same condition as they were when originally found, barring normal wear and tear. The crafter agrees to pay for the loss or damage of any items.
- The crafter agrees to clean up their workspace in the craft room following use. Crafters agree to inform a staff member in the case that they are unable to return a work surface, tool, or equipment to its original state.



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- The crafter acknowledges that the library is only able to provide consumables on a limited basis. The crafter agrees to avoid wasting consumable supplies and materials. Material availability is not guaranteed and is subject to change.
- Crafters will follow all applicable intellectual property laws, including all copyright laws. Crafters are responsible for obtaining their own protections for any intellectual property developed in the craft room. A list of resources for obtaining appropriate graphics can be provided for ease of use.

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User Signature

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Date