

JAX MAKERSPACE

Equipment Use Guidelines for Adults

Customers must have a current Jacksonville Public Library card in good standing to use equipment in the Jax Makerspace. Driver's license or other government-issued ID will be held until the equipment is returned. A copy of the signed Equipment Use Guidelines will be kept on-file at the Jax Makerspace for one calendar year.

Library customers between the ages of 12-17 years old may use the Jax Makerspace equipment without adult supervision after their parent(s)/legal guardian has signed and submitted on-site a copy of the Equipment Use Guidelines for Teens.

Adults and teens are expected to verify their identity prior to checking out equipment. Teens without a government-issued ID may verify their Duval County Public School Student Number or their home address.

Jax Makerspace equipment can be reserved online, in-person, or by phone. Equipment may be reserved up to three days in advance, for a maximum of two hours per day per customer. Reservations will be held for 15 minutes after the scheduled start time.

Walk-in requests are accepted if there are no previous reservations for the equipment.

Customers may continue using the equipment if there are no reservation requests at the end of their two hours.

All equipment must be returned to the Jax Makerspace desk 30 minutes prior to the library closing.

Behavior in the Jax Makerspace is to be consistent with the library's [Code of Conduct](#), [3D Printing Policy](#) and [Internet & Computer Use Policy](#).

The equipment may be used only for lawful purposes. Content that will not be produced includes but is not limited to materials or objects that:

- Are prohibited by local, state or federal law;
- Are in violation of the library's code of conduct;
- Are unsafe, harmful, dangerous or which pose a threat to the well-being of others;
- Reproduce objects or materials that are subject to copyright, patent or trademark protection.

Equipment must be used within the Jax Makerspace only and cannot be removed. When returning the equipment, customers should return it directly to library staff at the Ask Here desk.

Customers are prohibited from downloading any programs or files onto the hard drive of the computers or making changes to the system configuration. Customers are responsible for saving, printing or emailing any work they wish to preserve.

The Jacksonville Public Library does not accept responsibility if a project is destroyed, does not print correctly, or does not work. Basic help with the equipment may be available immediately from library staff, however, advanced help will be available by appointment and availability only.

Customers are completely responsible for the safety and use of the equipment and are responsible for any damage or loss that results from accident, theft, misuse or neglect. Customers will report immediately any loss or damage of the equipment to library staff. Customers will not attempt to troubleshoot problems with the equipment.

Customers agree to pay all costs associated with damage to the Jax Makerspace equipment or any associated equipment and agree to pay replacement costs should the equipment be stolen. Theft of equipment will be prosecuted.

I, _____(print name), do hereby for myself, on behalf of my heirs, successors, and assigns, in consideration of being permitted to use tools and equipment, waive any and all claims against the Jacksonville Public Library for any personal injury, illness, death, or liability resulting from or arising out of the carelessness, recklessness, negligence and/or fault of the Jacksonville Public Library.

By signing this agreement, I acknowledge that I am legally bound to adhere to all parts of this agreement.

Name: _____ Date: _____ Time: _____

Signature: _____

Library card number: FJP000_____

Signed guideline is valid for the calendar year and is kept on file in the Jax Makerspace.