The Labs Guidelines

The Labs are available for London Public Library members who meet the following requirements:
- A London Public Library Card in good standing
- Valid Photo ID (e.g. Ontario ID, Driver's Licence, Student ID, etc.)
- 13 years of age and older. Users under 13 must be accompanied by a parent or guardian at all times and the parent or guardian will be considered the main user.
- A completed Labs waiver

Guidelines:

- Users must adhere to these guidelines as well as the following London Public Library policies and guidelines:
  - 3D printing and Scanning Guidelines
  - Technology Use Policy
  - Internet Service Policy
  - Rules of Conduct
- The Media, Studio, Memory, and Creativity Lab are open during regular library hours and close 30 minutes prior to the library closing, pending posted changes.
- Reservations for the Media Lab and Studio can be done by phone or in person:
  - Book up to one week in advance
  - Maximum of two hours per day, subject to availability
  - Reservations will be held for 10 minutes after the scheduled start time.
- Reservations for the Memory Lab can be done by phone or in person:
  - Book up to one week in advance
  - Reservation length depends on your project, please speak with staff about how much time you will need
  - Reservations will be held for 10 minutes after the scheduled start time.
- Library staff are available for limited assistance. Staff are not experts; however, they will assist as much as they can and both staff and users can learn together.
- The individual who books the room will be considered the primary user and is responsible for any damage or misuse of the equipment, regardless of the number of people using the room.
- The primary user will allow London Public Library staff to examine both their library card and photo ID to verify their identity in order to use the Labs.
- Users who damage equipment will be charged a repair or replacement cost. Any user who introduces a virus, misuses, or damages the equipment; or attempts to delete or modify either hardware or software will be held liable for all damages.
- Equipment must be used in the Labs and cannot be taken offsite.
- No food or drinks of any kind are allowed in the Media, Studio, Memory, or Creativity Lab.

- Labs computers are reserved for digital media projects and are not available for general computer use, i.e. email, social media, browsing, etc.
- A maximum of six people are allowed inside the Media Lab
- A maximum of four people are allowed inside the Studio.
- The Labs may be used for lawful purposes only and cannot be used to create content that is:
  - Prohibited by provincial or federal law
  - Unsafe, harmful, dangerous or poses an immediate threat to the wellbeing of others
  - Obscene or otherwise inappropriate for the Library environment
  - In violation of another's intellectual property rights
- If you wish to make any suggestions for equipment or programs for the Labs, please fill out the Labs Suggestion for Purchase form available in the Labs.
- London Public Library reserves the right to modify these guidelines.