



DESIGNATED SPACES

The library reserves the right to limit access and use of designated spaces designed for specific audiences and/or purposes. Limited use/access areas include but are not limited to the Children's Room, True North Teen Services, four Study Rooms, the Learn & Play Children's Garden, and the makerLAB. The Library Director is authorized to develop and amend guidelines pertaining to the utilization of designated spaces.

Children's Room

The Children's Room is designed and intended for use by children, birth through sixth grade, and their parents or caregivers. All others should limit their visit to the Children's Room to the perusal of the collection and the selection of materials.

True North Teen Services

True North Teen Services is designed and intended for use by teens in grades 7 through 12. All others should limit their visit to True North to the perusal of the collection and the selection of materials.

Study Rooms

The library has designated four study rooms for individual quiet study, tutoring or group study.

The study rooms are designated for use by Longwood Public Library residents, grades 7 and older. A Longwood child, grade 6 and under, when accompanied by a parent or legal guardian, may use a study room provided the parent or adult caregiver remains in the room with the child throughout the time of room usage.

Occupancy of study rooms 1 and 2 is limited to four people, unless otherwise authorized by the Library Director. Occupancy of study rooms 3 and 4 is limited to two people, unless otherwise authorized by the Library Director. Assignment of these rooms is determined by the Adult Department staff.

Learn & Play Children's Garden

The Learn & Play Children's Garden is designed and intended for use by children, birth through sixth grade, and their parents or caregivers. The garden is open during daylight hours, when the library is open, weather permitting. The library reserves the right to limit access to the garden due to special events or maintenance. In accordance with the Safe Child policy, parents or adult caregivers are required to stay with their children while in the garden.

Longwood residents are granted priority in using the garden. If necessary, the library may limit use to residents only based on space constraints.

makerLAB

The library's makerLAB was designed to enable library patrons to work on personal projects, learn new skills, and explore their own interests.

Equipment in the makerLAB may only be used for lawful purposes. Use of the library's makerLAB equipment does not imply endorsement by the library of the material being created. The views or opinions expressed by individuals or groups utilizing makerLAB equipment shall not be construed as the views or opinions of the library or any of its officers or employees. Unacceptable use of equipment includes but is not limited to:

- Creating materials prohibited by local, state or federal law;
- Creating materials that are unsafe, harmful, dangerous or that pose an immediate threat to the well-being of others;
- Creating materials that are obscene or otherwise inappropriate for the library environment;
- Creating materials in violation of another's intellectual property rights; objects that would violate patents, copyrights, trademarks, registered designs or any other proprietary objects;
- Operating an on-going business.

Appointments may be required for the use of some equipment. The makerLAB is a shared space and makers should understand that an appointment to use a piece of equipment does not constitute a reservation of the entire room for private use. The makerLAB is for everyone; however, patrons under the age of 13 must have a parent or guardian present who will be responsible for that child while in the makerLAB.

Library staff is available to explain use of tools and equipment, and will make instructional materials such as manuals available upon request. Some equipment/software may require staff supervision, instruction or training in order to use. Patrons are expected to follow general usage and safety guidelines as posted in the makerLAB. Equipment issues or accidents should be reported to library staff immediately.

Fees may be charged for some materials and services, as posted in the makerLAB. Library staff manages computer hardware and software. Staff will consider modification requests, but users are not allowed to modify the makerLAB's hardware or software, or install new programs onto the computers. Any work saved on the computers in the makerLAB will be deleted when logged off and cannot be recovered. Users must provide their own external storage devices. Only library-approved devices and materials may be used with makerLAB equipment.

The library is not responsible for damage to materials, for the loss of data or information, or for liability that occurs from the use of library software, or hardware. Patrons agree to release and hold harmless the library, its officers, agents, trustees, employees, volunteers and all related or affiliated parties (collectively the "library") from any and all liability, actions or claims for any loss, injury or damage that may arise in connection with the use of the makerLAB or its equipment, including but not limited to any liability, action or claim arising from the alleged negligence of the library, which are not the result of gross negligence, intentional neglect, or willful or wanton conduct by the library or its agents, representatives, or employees.

Patrons may be held responsible for the repair or replacement cost of missing or damaged equipment. Use of the makerLAB that is not consistent with the library's policies and procedures may result in loss of privileges.