



1. Learners must be valid Cochrane Public Library cardholders.
2. Prior to using the Learning Lab, Learners must (a) complete a Learning Lab Agreement form; and (b) verify his/her identity with valid photo ID and library card. A Minor without valid photo ID may verify his/her identity with a library card and valid photo ID of a parent/guardian.
3. Learners must “check in” with the staff member on duty, using their Cochrane Public Library card, and sign-in using the sign-in binder each time they use the Learning Lab.
4. Learners under age 12 must be accompanied by a parent or guardian at all times. Parent/guardian supervision is recommended for all minors, as the space contains potentially dangerous tools.
5. Learners under the age 12 or those inexperienced with sewing machines must attend a mini-tutorial session during our supervised lab time hours before using the equipment in the sewing corner. Learners under the age 12 may not access soldering irons or certain sharp cutting tools unless accompanied by a parent or guardian. Parents, guardians, and Learners age 12+ can access these tools by asking the staff on duty in the Learning Lab.
6. Learners must participate in a mini-tutorial session during supervised Lab time in order to use the Cricut; they may not use these tools until this training has been complete, according to Learning Lab Staff. Learners must attend tutorial sessions in person. When using a tool that does not require certification, the Learner is certifying that he/she is capable of using that item in a safe and proper manner. Learning Lab staff is available to assist in explaining operation of tools and equipment, and will make available upon request materials such as manuals.
7. Cochrane Public Library provides the Learner with access to safety supplies in the Learning Lab, including First Aid Kits and fire extinguishers.
8. The Learner agrees that the Cochrane Public Library is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment.
9. The Learner agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify Library staff.
10. The Learner must report any accident or incident that occurs on Learning Lab premises to a staff member.
11. Most tools and equipment are available to Learners on a first come, first serve basis, for use in the Learning Lab only. Please ask staff for a full list of tools and equipment available.
12. Items used in the Learning Lab are to be returned in the same condition as they were issued, barring normal wear and tear. All items must be returned clean. The Learner agrees to pay for the loss of or damage to any items and further agrees to accept the Library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total. This restitution amount could equal as much as replacement cost of the item.
13. Items used in the Learning Lab must be returned by the Learner to their original location. Storage units and spaces are labeled in order to facilitate the proper return of tools.
14. The Learner agrees to take precautions to avoid causing unnecessary mess or damage in the Learning Lab. The Learner agrees to clean up his/her workspace in the Learning Lab following use, returning the workspace to its original state. The Learner agrees to inform the Staff member in the case that they are unable to return a work surface, tool or equipment to its original state.
15. The Learner acknowledges that the library is only able to provide consumable materials on a limited basis. The Learner agrees to avoid wasting consumable supplies and materials.