

## **Learning Lab Policy**

The Learning Lab has various equipment available for adult cardholders of the Lindenhurst Memorial Library to reserve for personal use in the lab. Reservations must be made in advance through our online reservation system.

Patrons can reserve a specific piece of equipment and bring any necessary materials to use with the equipment. A staff member can assist with simple questions and troubleshooting, but patrons are expected to have a working knowledge of the equipment they wish to use. Patrons requiring more in-depth training or who don't know how to utilize the equipment before making an appointment should consult online tutorials or check our library event calendar for upcoming classes.

An equipment appointment does not reserve the entire room for private use. The Library reserves the right to limit the number of appointments per week a patron may make to accommodate as many patrons as possible.

Equipment in the Learning Lab may only be used for lawful purposes. Use of the Library's Learning Lab equipment does not mean endorsement by the Library of the material being created. The views or opinions expressed by individuals or groups utilizing Learning Lab equipment shall not be construed as the views or opinions of the Library. Patrons are expected to use the equipment in a responsible and safe manner.

Unacceptable uses of equipment include, but are not limited to:

- Creating materials prohibited by local, state or federal law.
- Creating materials that are unsafe, harmful, and dangerous or that pose an immediate threat to the wellbeing 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 a business.

Costs may be associated with the use of devices/equipment. These costs are defined by the Library at the time of usage and may change at any time.

The Library is not responsible for any damage to a patron's materials or files while utilizing the Learning Lab, nor for any manufacturing defects caused by the equipment in the Learning Lab.

Board Adopted: March 27, 2025