

Lansing Public Library IDEA Audio & Video Labs & Maker Equipment Policy – approved July 2021

Policy Statement

Library IDEA Labs & Maker Equipment are provided to Lansing Library Cardholders in good standing who are in 6th grade or older.

Lab & Equipment Guidelines:

1. The Lansing Public Library Behavior Policy & The Lansing Public Library Computer Use Policy applies to all IDEA Lab & Maker Equipment users.
2. Availability is first come first served.
3. Reservations are made in one-hour increments up to 3 hours max a day.
4. Occupancy limits are as follows:
 - Audio Lab can accommodate 4 people maximum.
 - Video Lab can accommodate 4 people maximum.
 - Other Maker Equipment 1 user per device.
5. Users must bring their own consumable supplies & digital storage.
6. Reserved rooms & equipment are not transferrable to other library users.
7. The patron who reserved the room must be present.
8. The room may not be used as a screening room.
9. No moving of furniture into or out of the room, and no misuse of furniture in any way.
10. Equipment may not be removed from the lab or library.
11. If the Lab or equipment is left more than 15 minutes, or if patron who made the reservation does not arrive within 15 minutes, the room or equipment is considered vacant. Materials left in the room will be placed in the lost and found, and the room or equipment will be available to other patrons. The library is not responsible for your materials.
12. Patrons are expected to leave the room and equipment as they found it. The patron who reserved the room or equipment is responsible for the condition of the room & equipment during usage, and will be held responsible for its condition according to the Lansing Public Library Behavior Policy & Computer Use Policy.
Damaged or missing equipment will be billed to your library account.

**Computers are logged off 15 minutes before closing time. This may make for a shortened session should you choose a session at the end of the business day. **