

WESTBROOK PUBLIC LIBRARY LEW DANIELS TECHNOLOGY CENTER POLICY

The Westbrook Public Library is a department of the Town of Westbrook and is a taxpayer-supported institution. As a result, the Library Board is responsible for establishing policies and rules of conduct to protect the rights and safety of all library patrons, volunteers, and staff, and for preserving and protecting the Library's materials, equipment, facilities, and grounds.

This Lew Daniels Technology Center Policy defines permissible and non-permissible use of the Lew Daniels Technology Center facilities and equipment at the Westbrook Public Library and the scope of the staff's responsibilities. The Library makes the Lew Daniels Technology Center available to the public under the terms of this policy to further its mission of providing intellectual, cultural, and social resources to the public. This policy does not apply to the use of the Lew Daniels Technology Center for Library activities or for activities or events sponsored by the Library.

"The Lew Daniels Technology Center" is Westbrook's free public makerspace, coworking space, and digital media lab for adults and teens. The following guidelines ensure a safe and productive environment for all users. The Lew Daniels Technology Center shall be available to Westbrook residents, Westbrook Library cardholders, and local organizations subject to the following conditions:

- The scheduled use shall not conflict with Library sponsored programs or the Library's ability to deliver its services.
- Lew Daniels Technology Center use is limited to specifically scheduled hours or appointments within regular library hours. Special permission may be granted for other town sponsored programs that are overseen by town employees other than Library staff.
- Hours of operation for the Lew Daniels Technology Center will be set based on staffing availability, scheduled programming within the space, and other appointments.
- The Hours of Operation for the Lew Daniels Technology Center will be posted/updated online at westbrooklibrary.org and posted/updated within the Library.
- Availability of the Lew Daniels Technology Center shall be on a first-come, first-served basis, to allow for the most access for the most organizations and individuals, the following priorities shall prevail in case of conflict: 1. A group affiliated with or sponsored by the Library, 2. Official Westbrook town business, 3. Westbrook-based non-profit groups, and 4. Other groups.
- Patrons, Sponsoring Organizations, or Sponsoring Individuals should access the Lew Daniels Technology Center through its dedicated exterior entrance during scheduled hours. Cutting through the Community Room is discouraged, as not to disrupt meetings or programs taking place in that space. Patrons, Sponsoring Organizations, or Sponsoring Individuals should access the main Library facilities for other library services or restrooms using the dedicated exterior entrances for the Lew Daniels Technology Center and the Library.
- Use of the Lew Daniels Technology Center as a Meeting Room is at the discretion of the Library Director and/or Library Board of Trustees. Such use would follow the Westbrook Public Library Meeting Room and Storage Policy. Meeting Room Applications, found at westbrooklibrary.org, may be accepted for up to six (6) months in advance of the requested date(s) of use.
- There is no charge for the use of the facility, but donations are welcome.
- Decisions regarding the use of the Lew Daniels Technology Center shall be made at the discretion of the Library Director and/or Library Board of Trustees. The Library reserves the right to make changes as needed.
- The Lew Daniels Technology Center is under 24-hour video surveillance, enhancing the physical security of the library, its property, staff, and users. Video recordings are confidential and will only

be shared when necessary to protect the interests of the library, its patrons, and its staff and when permitted by the State Library Confidentiality Statute 11-25.

- The Lew Daniels Technology Center or other enclosed areas within any properties of the Library may not be used to solicit business from or conduct business with members of the public, such as, for example, buying or selling, marketing commercial products or services to the public, gambling, or the exchange of money. The Lew Daniels Technology Center is not available for private parties, commercial purposes, political fundraising events, or for political campaign activities.
- Use of the Lew Daniels Technology Center is free and open to the public, during its hours of operation. No dues or donations may be charged or solicited by Lew Daniels Technology Center Patrons, Sponsoring Organizations, or Sponsoring Individuals for any program or exhibit.
- Patrons, Sponsoring Organizations, or Sponsoring Individuals using the Lew Daniels Technology Center will reimburse the Library for any costs resulting from the use of the space. The Library is not responsible for loss or damage to materials or equipment brought in by Patrons, Sponsoring Organization, Sponsoring Individual, or their attendees. Patrons, Sponsoring Organizations, or Sponsoring Individuals using the Lew Daniels Technology Center will be responsible for damaging, defacing, or misusing any Library materials or property. This includes disabling library equipment, changing the hardware or software settings on a library computer, or using library computers and equipment for a purpose other than that designated by the library. If any equipment is damaged beyond normal wear and tear, replacement charges will be determined by the Library. If tools or equipment break, or if any accidents occur while using the Lew Daniels Technology Center, Library staff should be notified immediately.
- Food and drinks are not permitted in the Lew Daniels Technology Center.
- Patrons, Sponsoring Organizations, or Sponsoring Individuals using the Lew Daniels Technology Center are responsible for cleaning up after themselves, their projects, and/or group functions.
- Smoking, vaping, alcoholic beverages, and/or drugs are not allowed anywhere in the Library. Use of candles and flammable liquids is not allowed.
- In the case of inclement weather, the Library will post closing information on the Library's website (westbrooklibrary.org). Patrons, Sponsoring Organizations, or Sponsoring Individuals are responsible for checking this information.
- If Patrons, Sponsoring Organizations, or Sponsoring Individuals choose to save projects to Lew Daniels Technology Center computers, they acknowledge that the Library is not responsible for the loss, theft, or damage to their files, and the Library will delete content off the computer through software automation or as needed.
- Patrons, Sponsoring Organizations, or Sponsoring Individuals are responsible for their use of Intellectual Property rights in content creation, in turn releasing Westbrook Public Library of any responsibility for any infringement of Intellectual Property Rights that may occur.
- Patrons, Sponsoring Organizations, or Sponsoring Individuals are responsible for ensuring compliance with all applicable laws and policies, including but not limited to all Library policies, current health and safety protocols, fire codes, performance rights to show films or other media, and any addendums to this policy. The bearing of firearms on Library premises by any person other than a law enforcement officer is prohibited.
- Any Patron, Sponsoring Organization, or Sponsoring Individual that uses the Lew Daniels Technology Center agrees to indemnify and to hold harmless the Westbrook Public Library, its Board of Trustees, the Town of Westbrook, and its employees from any and all claims, actions,

and causes of action of any kind, which may arise out of use of the Lew Daniels Technology Center by Patrons, Sponsoring Organizations, or Sponsoring Individuals.

Specifications for Lew Daniels Technology Center space and equipment usage, includes but is not limited to:

In the main space:

The Lew Daniels Technology Center is designed for teens and adults. The resources available for usage in the Lew Daniels Technology Center are to be used for only special projects and not for general computing.

Computers:

Users must be over the age of 10 and have a valid library card. Users under the age of 12 must be accompanied to the library by a responsible adult, 18 years of age or older (per the Westbrook Public Library Child Safety Policy). Maximum computer minutes per day, per person: 180. Reservations for Lew Daniels Technology Center Computers can be made in-person on the day of use only.

Equipment:

Library Staff will hold a patron's library card or other form of identification during use of specialized equipment in the Lew Daniels Technology Center. Specialized equipment must not leave the room without prior authorization. Specialized equipment includes but is not limited to:

- Laptops – 180 minutes per day (unless no one is waiting)
- Podcasting Equipment/Headphones – pre-use training required, 180 minutes per session, one week advanced appointments available
- Cricut Maker – pre-use training required, 120 minutes per session (unless no one is waiting), user must provide their own supplies for personal projects
- Photo Digitization Scanner – 180 minutes per day (unless no one is waiting)
- Laminator – pre-use training required, \$2.00 per 8.5x11 laminate sheet
- Sewing Machines – pre-use training required, 180 minutes per session (unless no one is waiting), user must provide their own supplies for personal projects
- iPads – 180 minutes per day (unless no one is waiting)
- Prowise Media Board – pre-use training required, use by appointment only
- Tools – pre-use training required, 180 minutes per session (unless no one is waiting), user must provide their own supplies for personal projects
- Videogame Equipment – 60 minutes per session (unless no one is waiting). Games should be checked out to the patron
- Magnetic Whiteboard Wall – for use with library specified dry erase markers and erasers only

Pre-use training appointments can be made up to a week in advance of scheduled/intended use of specialized equipment based on Library staff availability. Library staff will be available to assist users during scheduled hours and appointments for the Lew Daniels Technology Center.

Pre-use training is required for Patrons, Sponsoring Organizations, or Sponsoring Individuals authorized to use the built-in projector, screen, DVD player, and AV systems.

Mobile device charging equipment is available on a first-come, first-served basis. Patrons, Sponsoring Organizations, or Sponsoring Individuals are responsible for their mobile devices.

Meeting Use:

The Lew Daniels Technology Center is intended for Library services and programs. It may be used for meetings at the discretion of the Library Director and/or Library Board of Trustees. Such use would follow the Westbrook Public Library Meeting Room and Storage Policy, in addition to the guidelines listed below.

Accommodates: 10-20 people

Meeting Time Limit: based on availability

Provisions: tables and chairs. AV equipment available with prior arrangement and training.

No food or drink may be served. The Sponsoring Organization or Sponsoring Individual will restore the area to a clean and neat condition following the assembly.

Adopted July 2021

Addendum A:

COVID-19 Addendum

Meeting Room use of the Lew Daniels Technology Center shall be subject to the following conditions under the COVID-19 Addendum:

- Masks and social distancing are requested for all Meeting Room use. Masks are required for individuals who are not fully vaccinated in accordance with State of Connecticut Executive Order No. 12.
- Adherence to the COVID-19 Addendum is the responsibility of the Sponsoring Organization or Sponsoring Individual.
- Additional cleaning protocols are the responsibility of the Sponsoring Organization or Sponsoring Individual.

The COVID-19 Addendum is in effect until further notice.