

Launch Pad

Section 1: Eligibility

The Launch Pad is intended for use by library users of all ages. This collaborative space provides an introduction to new technologies, ideas and skills through experimentation and hands-on learning in a guided and supportive atmosphere. Programs and services may be prioritized for ITPLD card holders in good standing. All members using the Launch Pad are expected to follow all library policies.

Section 2: Independent Equipment Use

A library card in good standing (ITPLD, Registered Reciprocal Borrower or Registered Non-Resident) is required to use the technology and tools in the Launch Pad, as verified by Launch Pad staff.

Certain tools will require proficiency requirements and/or a completed waiver form prior to use.

There may be a cost associated with materials in the space.

Kits are available for in-house use in the Launch Pad

Section 3: Usage and Availability of Materials

A limited number of supplies will be available to members to use free of charge on a weekly basis. Material availability is not guaranteed. -A library card in good standing (ITPLD, Registered Reciprocal Borrower or Registered Non-Resident) is required to receive free materials for use in the Launch Pad.

Members may bring in their own pre-approved materials for use with equipment. Staff must pre-approve outside materials used on equipment and reserves the right to disapprove non-compatible materials and tools. When seeking approval from a trained Launch Pad staff member, please have available a copy of the item's Material Safety Data Sheet (as available).

The Library cannot guarantee product quality, satisfaction, equipment availability or stability, confidentiality of design, or specific delivery times. Members are responsible for saving their project on their own memory device as appropriate. The library is not responsible for data loss during the creation or digitization process.

Usage of the Launch Pad's tools and materials is available on a first come, first served basis.

Adopted: 1/18/17; **Revised:** 9/13/17; 12/20/2017; 4/17/19; 8/19/2020; 11/1/2021

Section 4: Production Restrictions

Equipment in the Launch Pad may not be used to produce:

- Content or objects prohibited by federal, state or local law
- Content or objects in violation of intellectual property rights
- Weapons or look-alike weapons
- Objects or materials that would be considered obscene or inappropriate for the library environment

By submitting content or objects, the Member agrees to assume all responsibility for, and shall hold the library harmless in all matters related to patented, trademarked or copyrighted materials.

Section 5: Food and Beverages

Food is not allowed in the Launch Pad. Covered beverages are acceptable.

Section 6: Behavior Expectations

Indian Trails Public Library's Member Conduct Policy and Internet and Computer Use and Unattended Minor Policies apply in the Launch Pad.

Section 7: Media Labs

The Indian Trails Public Library District provides media labs within the Launch Pad for members needing space and equipment to create and edit media projects involving, but not limited to, video, audio, music, photography, digitization and illustration.

Section 7.1: Eligibility

Media Labs are intended for use by cardholders ages 9 years and older. To use the Media Labs, member a valid library card (ITPLD, Registered Reciprocal Borrower or Registered Non-Resident).

When a member reaches \$10.00 in total fees owed to the Library, Media Lab access will be denied using their library card until the fees below the limit.

All members using the Media Labs are expected to follow all library policies.

Section 8: Operating Hours

Launch Pad

The Launch Pad hours may be different from the Library's standard opening hours of services, and are posted in the Launch Pad and on the ITPLD website. Unexpected changes to these hours will be posted on the ITPLD website and signage in the Library.

The Launch Pad may close occasionally to provide staff training and perform equipment maintenance. These closures will be announced in library publications, with signage, and on the ITPLD website.