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. Members using the Launch Pad's tools and equipment are responsible for their own safety.

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 may require staff supervision.

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; 6/15/2022

There may be a cost associated with materials in the Launch Pad.

Section 4: Restrictions

Members must use the Launch Pad and its equipment in a responsible manner. The library may deny use of Launch Pad equipment and tools to individuals who do not take proper care of or recklessly use equipment and tools. Members may be held responsible for willful misuse or damage to equipment.

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: 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 6.1:** Eligibility
>
> Media Labs are intended for use by cardholders ages 9 years and older. A library card in good standing (ITPLD, Registered Reciprocal Borrower or Registered Non-Resident) is required to use the media labs.

Section 7: Operating Hours

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.

Adopted: 1/18/17; **Revised:** 9/13/17; 12/20/2017; 4/17/19; 8/19/2020; 11/1/2021; 6/15/2022

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.