

# Brain Station Policy

## Purpose

The purpose of the Brain Station is to provide library patrons a place for creation, collaboration, innovation and entrepreneurship by providing access to various technologies that support their education, personal goals and endeavors.

## Eligibility

An adult must accompany patrons under the age of 13 at all times. Patrons between the ages of 13 – 17 must have a parent or legal guardian sign the Brain Station Usage Agreement form.

## Conditions of Service

Once trained, users may reserve the equipment in The Brain Station. Available hours are dependent on staffing levels. No more than 8 people may be in the room at one time; walk-ins are welcome if space is available.

Patrons must provide their own external storage devices and/or media. It is the responsibility of the patron to delete all images, videos, recording and projects from the equipment after use. The library does not assume responsibility for damage to a patron's disk or computer, nor for the loss of data or information. The library does not accept responsibility for any personal injury caused by use of the Brain Station tools or equipment.

A Brain Station Session Coach will be available for general assistance. This assistance may be limited depending on equipment used. All projects and printing must be completed during a user's reserved session.

Computers are available for creative digital production and not for web browsing.

Patrons must respect all applicable copyright laws and licensing agreements.

The room must be left in a neat and orderly condition.

The patron will be subject to a charge for damaged, missing, or stolen items which will include the replacement price.

No food or drink of any kind is permitted.

## Patron Agreement

Patrons must read and agree to the Library Computer Use Policy. First time users must read the Brain Station Policy and sign the Brain Station Usage Agreement Form stating they will comply with the rules and assume responsibility for any misuse of damage to the equipment.

Patrons wishing to use the Brain Station must also complete the training checklist for each piece of equipment to be used.