

**Mukwonago Community Library**  
**MetaSpace 511 Procedures**  
**Approved 21 June 2018**

**I. Purpose**

**II. Guidelines for Usage of MetaSpace 511**

**Appendix A: User Agreement and Release of Liability Form for MetaSpace 511**

**I. Purpose**

The purpose of MetaSpace 511 is to provide a gathering place for all ages to create, invent, tinker, learn, explore, transform, and discover using a variety of tools and materials. MetaSpace 511 strives to provide open access to information and various technologies to enhance professional, personal and educational goals for all ages.

**II. Guidelines for Usage of MetaSpace 511**

- (A) The Mukwonago Community Library shall make MetaSpace 511 available on equal terms to all patrons in the community provided they have a valid CAFÉ library card in good standing from Bridges Library System. To use MetaSpace 511, all users must read and sign the MetaSpace 511 policy, stating that they will abide by the rules and regulations or risk not being permitted to use the space. Adherence to all library policies is required and will be strictly enforced.
- (B) The purpose of MetaSpace 511 is to encourage do-it-yourself projects. It is highly advised that the user review instructional material prior to using the equipment. While library staff may provide brief assistance in the use of the equipment, staff assistance will be limited.
- (C) Equipment is available on a first-come, first-served basis unless previously reserved. Users may reserve up to one week in advance for a maximum of three hours per day per user. Users may stay longer if there is no demand for the equipment at the end of their time slot. Reservations can be made in person, by phone (262-363-6411, ext. 4114 (Reference Desk), or by emailing Reference Services at [mukref@gmail.com](mailto:mukref@gmail.com).
- (D) Minors (17 years of age and under) are required to obtain their parent's or guardian's permission for usage of MetaSpace 511 through completion of the User Agreement and Release of Liability Form (See Appendix A). Those 14 years of age and under must be accompanied by a parent, adult guardian (18 years or older), or a teacher who must remain with the user while using MetaSpace 511. These guidelines will be enforced during all activities within MetaSpace 511.

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- (E) MetaSpace 511 shall solely be used for individual pursuits and may not be used for the purpose of fund-raising, commercial, profit, or business use. Please note that copyright laws prohibit the reproduction of copyrighted materials. While respecting the individual user's right to privacy, library staff may monitor use of MetaSpace 511 to ensure compliance with library policies. Please refer to the library's Public Computers and Internet Access Policy and the library's Confidentiality and Privacy Policy. Misuse or abuse of MetaSpace 511 equipment or policies may result in suspension of privileges.
- (F) Users shall not use the library's name, address, telephone number, or website as the address or headquarters of any such business which might use or promote MetaSpace 511's equipment.
- (G) No food is allowed inside MetaSpace 511. Beverages in covered containers are permitted but must be contained in the designated area, away from equipment.
- (H) MetaSpace 511 must be left in a neat and orderly condition after use.
- (I) Maximum room capacity is 30 seated and 40 standing.
- (J) Teachers interested in using MetaSpace 511 must obtain copies of the MetaSpace 511 policy and User Agreement and Release of Liability form for each student. Forms must be completed and signed by a parent or guardian and submitted to the library prior to using MetaSpace 511.
- (K) Use of the equipment and tools are free and users are welcome to bring in pre-approved consumable materials for use with the equipment and tools, except the 3D printers. During library programs, Mukwonago Community Library may provide consumable materials free of charge, as available. Please consult with staff about the availability of consumable materials before planning a project. Depending on the project, the user may be responsible for providing his or her own consumable materials.
- (L) Projects using the 3D printer must be pre-approved by staff prior to use to ensure proper file format, size, and materials. Staff reserves the right to deny the use of tools, equipment, or consumable materials, or to halt, delete, or cancel the creation of items that violate any library policy. 3D printing projects that require a longer printing time may be picked up by the patron at a later time.
- (M) The Library Director may deny permission to use MetaSpace 511 to any user that violates this policy or any library policies. Mukwonago Community Library staff is authorized to enforce these policies.

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- (N) Please note that the interior and exterior of MetaSpace 511 is under video surveillance.
- (O) Appendix A includes a User Agreement and Release of Liability Form that releases Mukwonago Community Library and others related to it from liability for personal injuries and other losses resulting from the use of MetaSpace 511 facilities and equipment.

**Appendix A:  
User Agreement and Release of Liability Form for MetaSpace 511**

**Please read carefully.**

- (A) The user assumes responsibility for any damage to MetaSpace 511, its content, and/or its equipment resulting directly or indirectly from the conduct of any member of their party.
  
- (B) The user acknowledges there may be risk in using MetaSpace 511 facilities and its equipment and therefore assumes all risk for loss, damage, or injury using MetaSpace 511 and its equipment. The user releases the Village of Mukwonago, Mukwonago Community Library, their employees and agents from any and all liability for damage, loss or injury.

<b>Printed Name:</b>	<b>Library Card Number:</b>
<b>If a minor:</b> <b>Age:</b>	
<b>Printed Street:</b>	<b>Printed City, State, Zip:</b>
<b>Phone:</b>	<b>Printed Email:</b>
<b>I have read &amp; understand the MetaSpace 511 Policy. Please sign below (Signature):</b>  _____	<b>Date:</b>
<b>Printed Name of Parent / Guardian:</b>  _____	<b>Signature of Parent / Guardian:</b>  _____

<b><i>For Reference Staff Use Only:</i></b>	
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*This document is subject to change at any time and is continuously revised to reflect the needs of MetaSpace 511. Upon signing this document, the user understands that the document remains valid through any changes, additions, or amendments to the MetaSpace 511 policy.*