

City of Rockingham Libraries
***the hub* Conditions of Use**

the hub

The City of Rockingham's technology space *the hub*, located at the Mary Davies Library and Community Centre, is available only to City of Rockingham Library members with current borrowing rights. Use of the space and equipment is granted under the below conditions of use. Failure to abide by these conditions may result in suspension from access to *the hub* and its associated equipment either temporarily or permanently.

Access to *the hub*

Access to *the hub* and its associated equipment, is only granted to City of Rockingham Library members over the age of 18 who have been issued with *the hub* licence on their usual membership card and who have current borrowing rights. Children between 10 and 17 are permitted in the room if accompanied by a parent/guardian. Children under the age of 10 years are not permitted.

Equipment

Equipment in *the hub* includes, but is not limited to:

Cricut Maker, Cricut mug press, Cricut heat press, Printer, Sublimation printer, A3 heat press, Sewing machine, Overlocker, Laser cutter, Metal stamping kits, Wood burning tools, Hot glue guns

Booking of equipment

Users must make a booking to use the equipment (except for wood burning tools and hot glue guns). Extended booking times may be accepted if other users are not wanting to book the same equipment. Please call the library on 9591 0800 or email mdlcccontact@rockingham.wa.gov.au to book.

Use of equipment

Equipment available in *the hub* must only be used for the purpose for which it is intended and according to any instructions provided by City staff or persons employed by the City. The space itself cannot be used for any profitable activities.

Equipment may not be used to access, create or share any material which may be considered offensive or inappropriate. All Copyright laws must be abided by.

If you wish to take home your work you are required to supply your own materials/consumables. Library supplied materials/consumables may be used while learning to use the machines and during City run programs.

Learning how to use the equipment is the responsibility of the user (except for the laser cutter). Online and printed guides and tutorials will be available and staff will provide assistance as required.

Any software or programs required for the machines have been downloaded on the library laptops but may require your own login and/or account. This includes Cricut Design Space.

The following equipment is only available for use following attendance at a relevant induction session: - Laser Cutter

General Conditions

Food and drink may not be consumed in *the hub* (water bottles and coffee mugs with lids excepted)

Leave the room in the condition you found it, returning all equipment and supplies to their original location and disposing of any rubbish as necessary.

City of Rockingham Libraries Code of Conduct must be observed while using *the hub*.

Safety

Every effort is made to provide a safe learning environment at the Mary Davies Library and Community Centre.

It is expected that library users exercise care when using *the hub* and its associated equipment and ensure that all instructions provided are adhered to.

In the event of an evacuation please follow the directions of staff.

If there is an emergency in the room please alert staff or call 9591 0800.

If first aid assistance is required please see a staff member.

Directions of City of Rockingham staff must be followed at all times. Library staff as *Authorised Officers under the Local Government Act 1995 for the City of Rockingham Public Places and Local Government Property Local Law 2018* have the right to remove customers from the library if they fail to follow reasonable instruction.

Collection Notice:

The City of Rockingham is collecting the personal information provided on this form to provide access to *the hub*. It may also be used for secondary purposes which would be reasonably expected.

Your personal information will not be disclosed to any other party without your consent unless required or authorised by law.

If you choose not to provide your personal information, please do not complete this form as we will be unable to provide you with access to *the hub*.

To access, correct or learn more about how we handle personal information please contact privacy@rockingham.wa.gov.au or visit rockingham.wa.gov.au/privacy.

I confirm that I have read and agree to *the hub* - Conditions of Use and Privacy Notice.

Name:

Library card number:

Date:

Signature: