

User Agreement for MLS Studios & Library of Things

The Metropolitan Library Commission of Oklahoma County a/k/a MLS Studios (hereinafter "MLS Studios") supports educational, professional and personal growth through access to materials, programs, software and technology offered in creative, innovative, and collaborative spaces.

MLS' Library of Things (LOT) expands the boundaries of traditionally defined library materials. It supports the "sharing economy" and the city's sustainability efforts, as guests sharing items means less waste. The collection also offers an opportunity to "try before you buy," to save money, and to test out something you might not have come across otherwise.

Name: _____ Library Card Number: _____

Address: _____

City, State, Zip code: _____ Phone Number: _____

By signing this agreement, the user agrees to:

- Follow all MLS Rules of Conduct
- Use materials, equipment, and collection items in a safe manner, for their intended purpose, and follow instructions given by staff members, volunteers or instructors, including the Equipment Usage Guidelines
- Not harm self or others or behave in a dangerous fashion while in the space or using collection items
- Stop use and alert staff if equipment or collection items are unsafe or in disrepair or if there is an incident/accident involving equipment
- Indemnify and hold harmless MLS, its staff and volunteers from and against any and all claims for damage, costs and expenses for personal injuries and/or death or for damage or loss of personal property
- Adhere to copyright laws and licensing agreements
- Pay for materials and supplies which have a charge set by MLS
- Follow age restrictions with equipment, space usage, and collection items as set by MLS
- Sign in each time they enter the MLS Studios space
- Attend an orientation session prior to being able to use the MLS Studios space
- Abide by the time limits on each piece of MLS Studios equipment and understand that at times MLS might alter the time limits depending on the situation
- Restore the MLS Studios workspace to the same condition as it was found at the completion of their time in the space
- Accept financial responsibility for damage done to the equipment and collection items resulting from misuse or failure to follow rules, procedures, instructions and restrictions
- Return collection items inside at a guest service desk (not at a drop box), at the same library location where you checked them out

In addition,

- User is aware that there are risks of injury or property damage from tools or materials which may be used in the space or checked out
- User agrees to pay for all fee-based materials used regardless of project completion
- User agrees to pay a replacement cost for collection items returned overdue, or if items in a set are returned incomplete
- User understands that MLS reserves the right to halt, delete or disallow any projects that violate library policy or local/federal laws, including weapons and illegal items
- User understands that MLS does not guarantee the availability of any of the equipment or collection items

- User understand that MLS might take photographs of their projects to be used in marketing and on social media and user consents to the use of user's project by MLS.

I acknowledge that if these rules are not followed, I will not be allowed to utilize the MLS Studios space or check out LOT collection items in the future. This user agreement is valid for 3 years from the signature date.

Signature: _____ Date: _____

Birthdate if under age 17: _____

Parent/Guardian Name (if under age 17): _____

Parent/Guardian Signature: _____