Burbank Public Library
Rules for Spark! Digital Media Lab

The Spark! Digital Media Lab (Lab), part of Burbank Public Library, provides a free, supportive space for people to learn audio and video production, video game and app development, coding, 3D printing, and other skills.

Eligibility

- Registered Burbank Public Library (Library) patrons in good standing may use the Lab.
- Users must complete and sign the User Agreement (Agreement) and attend an orientation before using the Lab.
- Users under the age of 18 must be in grade 6 or higher and have a parent or legal guardian co-sign the Agreement.
- Access privileges will be verified each time a user wishes to access the space.

Rules for Lab Use

Use of the Lab is subject to the rules in this Agreement, the Library Rules of Conduct, the Library Internet Use Agreement, and any other applicable Library policies and procedures. Failure to abide by all applicable policies and procedures may result in suspension or loss of Lab or Library privileges.

All rules apply to the Spark! Lab and the sound booth (Lab spaces), and to use of any Spark! Lab resources outside of these spaces.

Access and Availability

- Users are required to check in with Library staff and present a Library card prior to entering the Lab spaces.
- Library staff will assist patrons using Lab resources only to the extent that time, other duties, and patron demands will allow.
- The Library does not guarantee the availability of any Lab computer, equipment or tool.
- Users are not guaranteed a certain length of time to use any computer, equipment or tool.
- Users are not guaranteed conditions such as silence or dedicated space within the Lab for a specific use.
- In the event of computer, equipment or tool failure, Lab staff will work with users to reschedule a time and/or offer alternative resources for completing work. The Library is not responsible for any damage or loss of data arising from the use of equipment, programs or other Library materials.

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Use

- No food or drinks of any kind are permitted in the Lab spaces.
- Users agree to be courteous to other Lab users and Library patrons.
- The Lab computers are intended for those utilizing the specialized software programs or equipment located in the Lab. The Library will reassign users to other computers in the Library if they are not utilizing the Lab for its intended purpose.
- Only computer equipment and software owned and previously installed by the Library may be used on Lab computers, with the exception of patron-owned flash drives and external hard drives (including cameras, smartphones and audio equipment that can temporarily function as hard drives).
- Adding, deleting or modifying the installed hardware or software is not permitted and is grounds for automatic suspension and immediate expulsion.
- Users of the Lab agree to respect any and all intellectual property rights, applicable copyright laws and licensing agreements.
- Users agree not to use the Lab in violation of any local, state, or federal ordinances, regulations, or laws.
- All work must be completed before the Lab's scheduled closing time.
    - Projects, print jobs, etc. cannot be left running or suspended while the Lab is closed.
    - The Library assumes no responsibility for projects that are unable to be completed within this time frame.
- Upon shutdown, personal files will automatically be erased from the computer hard drive.
- Some of the equipment located in the Lab may contain aspects, parts, or components that will cause injury to the user if all rules, policies, procedures, and restrictions are not followed. Users agree to release and hold the Library harmless from any claims for personal injury, property damage, or any other loss in connection with the use of the Lab, including the equipment, tools, and materials therein.
- Users agree to accept financial responsibility for any misuse or damage to Lab computers and equipment.

A copy of these rules will be made available in the lab.