

Innovation Lab Member Agreement

Nicholson Workforce and Innovation Center

Our goal is to bring people together, inspire creativity, and encourage development of new skills.

Phone: 651-266-7081

Email: spplwincenter@gmail.com

Required

- Members must be 18 years of age or older.
- Have current SPPL library card in good standing or register your home library card with SPPL.
- Must complete a new member orientation.

Expectations of Innovation Lab Members

- You must check in & provide your library card and ID each time you use the Lab. ID may be held for certain items.
- Please call or cancel reservations at least 24 hours in advance. If you do not make a reservation we cannot guarantee availability of equipment or staff assistance. Limit 2 reservations on a single station/week.
- Children accompanying adult members must be supervised and not disruptive.
- You can check out laptops or the camera for use in the WIN Center using their library card and a valid photo ID. You must hand items back to a library staff person upon return. Members with unreturned equipment will lose membership privileges and be billed for an item's full replacement cost.

Working in the Innovation Lab

- Respect everyone's space, property and privacy.
- Ask permission before using your own equipment or materials.
- Do not take pictures of members or their work without permission.
- Projects must be completed within 30 minutes before the Library's closing time.
- Please save all your files and take them with you, and delete files you do not want to be seen or replicated.
- The library is not responsible for damage to projects caused by user or equipment error. Please proof designs, files, and use available scraps to test prototypes whenever possible.
- Be neighborly in your language and noise levels.
- Share and do not monopolize equipment when people are waiting.
- Members will familiarize themselves with and abide by posted rules and guidelines for activities and equipment. Saint Paul Public Library is not liable for injuries or damage to property.

Maintaining the Space

- Leave the space in good condition. Clean up all materials, scraps, thread, papers, and trash, etc., before leaving the space. The library cannot store materials for you
- NO FOOD is permitted in the Innovation Lab, Recording Studio or Study Rooms.
- Respect the equipment and each other. Take care not to damage anything. Equipment damaged through intentional misuse or vandalism will be billed the full cost of repair.

This organization participates in the Sprockets network which aims to improve the quality and availability of after-school and summer programs for youth and their families in Saint Paul. Information about your participation in this activity will be used to help assess the quality and effectiveness of out of school time programs. Information about you will be kept confidential and you will never be identified in any evaluation or research reports. You have the right to review the Data Privacy Notice. If you do not want your data to be included in evaluation or research related to Sprockets, please tell our staff and sign the non-consent form. This will NOT affect your participation in the program.