



MEETING NOTICE

TUALATIN LIBRARY ADVISORY COMMITTEE

September 7, 2021 - 6:00 PM

Virtual Meeting:

<https://us02web.zoom.us/j/86793232810>

+1 253-215-8782, meeting ID 867 9323 2810

A. CALL TO ORDER

B. **APPROVAL OF MINUTES:** July 6, 2021

C. COMMUNICATIONS

1. Chair
2. Staff
3. Teen Library Committee
4. Public

D. OLD BUSINESS

1. Library Operations Update
2. Makerspace Use Policy
3. Land Acknowledgement

E. NEW BUSINESS

1. Strategic Planning

F. FUTURE AGENDA ITEMS

1. Public Use of Exhibit Space Policy

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

H. ADJOURNMENT

All meetings of the Committee are open to the public. If you need special assistance or accommodation to participate in this meeting, contact Jerianne Thompson, Library Director, at jthompson@tualatin.gov or 503-691-3063. Notification thirty-six (36) hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.



TUALATIN LIBRARY ADVISORY COMMITTEE MINUTES

July 6, 2021

Present: Oksana Davletshina, Alan Feinstein, Kaia Gill, Dana Paulino, Thea Wood, Marcus Young

Absent: Nicholas Schiller

Public:

Staff: Jerianne Thompson, Library Director

A. CALL TO ORDER

Thea Wood called the meeting to order at 6:02 PM.

B. APPROVAL OF MINUTES

Alan Feinstein moved and Marcus Young seconded that the June meeting minutes be approved as written; approved by consensus.

C. COMMUNICATIONS

1. Chair: None.

2. Staff: Jerianne Thompson reported the Library was closed on July 5 in observance of Independence Day. The Library is serving free summer meals for children in partnership with TTSD. Thompson shared recent statistics and program highlights.

3. Teen Library Committee: Kaia Gill reported that TLC is assisting with Summer Reading programs for teens and youth. Upcoming programs include Teen Trivia, Teen Paint & Snack, and a Talent Show. TLC is currently accepting applications for new members.

4. Public: None.

D. OLD BUSINESS

1. Library Operations Update: Jerianne Thompson provided an update on library operations. The Library held a soft opening on June 9 and began publicizing the reopening on June 14. Initially hours were 1-6pm, which were expanded to 10am-6pm on July 1. As of June 30, restrictions were dropped including the requirement to wear face coverings, capacity limits, and time limits on visits. The Teen Room is also now open, but meeting rooms have not been reopened yet. Evening and Sunday hours will be restored on August 1.

E. NEW BUSINESS

1. Makerspace Use Policy: Jerianne Thompson introduced the draft Makerspace Use Policy and Makerspace User Agreement & Liability Waiver. Committee members asked questions about access to equipment, ages of children allowed to use the space, and the liability waiver.

F. FUTURE AGENDA ITEMS

1. Public Use of Exhibit Space Policy

G. COMMUNICATIONS FROM COMMITTEE MEMBERS

1. Members: None.

H. ADJOURNMENT

Meeting was adjourned at 6:50 PM.

_____, Jerianne Thompson, Recording Secretary



LIBRARY POLICY

CITY OF TUALATIN

MAKERSPACE USE POLICY

POLICY: Tualatin Public Library provides a makerspace to promote creativity, innovation, and technology education ~~to-in~~ support of its mission of empowering and enriching our community through learning, discovery, and interaction. ~~To promote creativity, innovation, and technology education.~~

RULES:

Makerspace equipment may only be used for lawful purposes. The public is prohibited from using makerspace equipment to create material that is:

- Prohibited by local, state, or federal law;
- Unsafe, harmful, dangerous, or poses an immediate threat to the wellbeing of others;
- Obscene or in violation of the Library Rules;
- In violation of another's intellectual property rights. For example, the equipment may not be used to produce material that is subject to copyright, patent, or trademark protection.

Patrons age 18 and up may use the makerspace independently. Patrons age 14 and under must be supervised by an adult caregiver at all times; patrons age 15-17 must be supervised by an adult. Exceptions may be made for some Library events, with parental consent. Users must sign the Makerspace User Agreement & Liability Waiver before using the makerspace. Users age 17 and under must have a parent or legal guardian sign the agreement on their behalf.

Some equipment requires safety and training certification before use. Patrons may not use this equipment until training and certification has been completed.

When using a tool or equipment that does not require specific training, the patron certifies that they are capable of using that tool or equipment in a safe and proper manner and must follow the safety guidelines listed on the equipment's usage sheet.

Only library-provided or library-approved materials may be used in makerspace equipment. There may be a charge for use of some materials and supplies used by some makerspace equipment. Patrons are responsible for all materials costs associated with all products, regardless of completion, satisfaction, or error.

Tualatin Library is not responsible if a project is destroyed, does not print correctly, or does not work. Patrons understand that Tualatin Library is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied by the Library.

If any equipment begins to act unsafe or incorrectly, the patron must immediately discontinue use and notify library staff. If you notice any damage to the equipment, notify library staff. Patrons should report to library staff any equipment in need of repair, any accident that occurs, or if they witness unsafe behavior.

Items used in the makerspace are to be returned in the same condition as they were issued, barring normal wear and tear. Patrons agree to pay for the loss or damage to any items due to misuse or non-compliance with specified instructions

Some equipment located in the makerspace may contain aspects, parts, or components that will cause injury to the user if used improperly. Users agree to release and hold the Tualatin Public Library and the City of Tualatin harmless from any claims for personal injury, property damage, or any other loss in connection with the use of the makerspace, including the equipment, tools, and materials therein.

Makerspace equipment is intended for educational, entertainment, and prototyping purposes. The Library does not provide access to equipment for the production or sale of goods.

Scheduled library programs have priority, followed by patrons who have made a reservation. If the room or its equipment is not reserved, it may be made available on a first come, first served basis to patrons who have completed certification to use the equipment.

Tualatin Library reserves the right to deny makerspace access if a patron violates the makerspace policy or any other library policy, or for misuse of the space.

APPROVAL: This policy is approved by Tualatin Library Advisory Committee xxxx, 20--.

Makerspace User Agreement & Liability Waiver for Adults

Please read this form carefully and be aware that by your participation in this program/activity, you are expressly assuming risk and legal liability and waiving and releasing all claims for injuries. By signing this document, you agree to follow all Tualatin Library Makerspace policies and rules.

Waiver of Liability

I recognize and acknowledge that there are certain risks of physical injury and property by participating in the Tualatin Library Makerspace. I agree to assume the full risk of any injuries, including loss of life, personal injuries, property damages, and expenses, which I may sustain as a result of participating in any and all activities connected with or associated with the Tualatin Library Makerspace. I also hereby waive, release, indemnify, hold harmless, defend, covenant not to sue, acquit, and forever discharge, the City of Tualatin and all officials, employees, officers, volunteers, and agents of the City of Tualatin, from and against any and all rights of action, claims, demands, liabilities, injury, losses, or damages of any kind, arising in whole or in part out of my participation in the Tualatin Library Makerspace. This includes, without limitation, claims based upon loss of life, personal injuries, or property damages, sustained by me or caused by me. I agree to assume all risks associated with participation in the program and acknowledge and agree that the City of Tualatin assumes no liability.

Liability for Damage to Equipment

I also agree that I am financially responsible for any and all damages done to Tualatin Library Makerspace equipment caused by my misuse or failure to follow all rules, policies, procedures, and restrictions. I understand that I am responsible for and agree to pay the repair and/or replacement cost of the equipment resulting from such actions.

Signature _____ **Date** _____

Printed Name _____

Makerspace User Agreement & Liability Waiver for Minors

Please read this form carefully and be aware that by your participation in this program/activity, you are expressly assuming risk and legal liability and waiving and releasing all claims for injuries. By signing this document, you agree to follow all Tualatin Library Makerspace policies and rules.

Waiver of Liability

I recognize and acknowledge that there are certain risks of physical injury and property by participating in the Tualatin Library Makerspace. I agree to assume the full risk of any injuries, including loss of life, personal injuries, property damages, and expenses, which I may sustain as a result of participating in any and all activities connected with or associated with the Tualatin Library Makerspace. I also hereby waive, release, indemnify, hold harmless, defend, covenant not to sue, acquit, and forever discharge, the City of Tualatin and all officials, employees, officers, volunteers, and agents of the City of Tualatin, from and against any and all rights of action, claims, demands, liabilities, injury, losses, or damages of any kind, arising in whole or in part out of my participation in the Tualatin Library Makerspace. This includes, without limitation, claims based upon loss of life, personal injuries, or property damages, sustained by me or caused by me. I agree to assume all risks associated with participation in the program and acknowledge and agree that the City of Tualatin assumes no liability.

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Minor's Signature _____ Date _____

Printed Name _____

Parent Permission

I (we), parent(s) of, or legal guardian(s) for, the above participant, hereby consent to participation in the Tualatin Library Makerspace. On behalf of the participant listed, I accept the waiver of liability.

Parent / Guardian Signature _____ Date _____

Printed Name _____