

ideaMILL Guidelines

The ideaMILL is a collaborative space. Library staff is available to help guide ideaMILL users with their learning and projects. However staff is not expert in all areas—staff and users will learn together. Suggestions for equipment or programs are welcome! Talk to staff or see Contact Us at winnipeg.ca/library.

1.00 Reservations and Bookings

- 1.01 ideaMILL equipment, computers, and software (“ideaMILL resources”) must be used in the ideaMILL, and cannot be taken offsite or elsewhere in the library.
- 1.02 A signed waiver and current Winnipeg Public Library card is required to book some ideaMILL resources. ID may be required to confirm identity.
- 1.03 The individual who reserves equipment is considered the primary user and is responsible for its use and condition, including damage directly or indirectly caused by others in their group.

1.04 Equipment bookings:

Reservations for equipment can be made **online**, by phone, or in person:

- Equipment is available on a first-come, first-served basis;
- Same-day bookings must be done by phone or in person;
- You can book equipment up to one calendar week in advance; and
- Reservations will be held for 10 minutes after the scheduled start time. After 10 minutes the equipment will be released for others to book.

1.05 Computer bookings:

Reservations for computers can be made **online**, by phone, or in person:

- Computers and software are available on a first-come, first-served basis;
- ideaMILL computers are reserved for digital media and maker projects, not for general use (e.g. Word, Facebook, email), and must be used for their intended purposes; and
- You can book library computers up to 7 days in advance for up to two hours a day.

2.00 Legal Use and Safe Conduct

The ideaMILL equipment can only be used for lawful purposes. You cannot use ideaMILL resources to create content that is:

- prohibited by municipal, provincial, federal, or international law;
- unsafe, harmful, dangerous, or capable of posing an immediate threat to the well-being of others;
- obscene or otherwise inappropriate for the library environment;
- which may violate another's intellectual property rights (for example, the 3D printers and scanners cannot not be used to reproduce materials that are subject to copyright, patent, or trademark protection).

For the comfort and safety of children using the ideaMILL, please note:

- For children ages 11 and younger, a parent or caregiver must remain in the ideaMill at all times.
- For children ages 12 and older, parents may decide whether to remain in the library based on their assessment of their child's maturity.
- Children attending an ideaMill program are not supervised by library staff outside of the space (e.g. washroom breaks or early exit from the program).
- Library staff does not assume responsibility for the behaviour or wellbeing of any children using ideaMILL, whether or not accompanied by a parent.

The ideaMILL is an evolving resource. These guidelines are subject to change without notice.

Last updated: June 25, 2018