

Dear Parents/Guardians,

Thank you for your interest in the after school\* program at the Clay Center Carnegie Library. We are very excited to provide this free program for all children grades 6 and up. In creating this program, we aspire to fill a void in non-athletic after school programs for the tweens/teens in our community.

This program is an after school\* Makerspace Club which, at its most basic level, is a technology and crafting buffet. Through guidance and inspiration, we strive to create an environment that tweens/teens can express themselves creatively all while gaining hands-on experience with Science, Technology, Engineering, and Math.

This is a come-and-go program with few requirements. Your child is not required to be a library cardholder to participate, although we will be happy to get one for them! They do not have to attend every day but are certainly welcome to do so. You are not required to stay with your child during the program but are most welcome. **Your child may leave at any time during the program but will be required to sign in and out of the program daily.** Plans for when and how your child comes to and from the program is between you and your child. They will be required to have signed permission slips before using any equipment and they will be required to follow library policies.

Ideally, this program will be Monday-Thursday every week, but there are some days that there will be no program such as when the schools or the library is closed due to holidays or severe weather. Notice of program closings will be made in as much advance as possible via emails, social media, and radio broadcasts. If there is no program and the library is open, your child can still be at the library as long as they obey our behavior policy.

We are grateful for the opportunity to serve our community in this manner. If there are any questions or concerns, feel free to contact the library.

Clay Center Carnegie Library  
785-632-3889  
[contactus@cckslibrary.org](mailto:contactus@cckslibrary.org)



\*after school refers to the time of the program with no affiliation with any school system.

## Clay Center Carnegie Library Makerspace Guidelines

Clay Center Carnegie Library's Makerspace promotes creativity, ingenuity, and entrepreneurship by creating opportunities for individuals to collaborate, innovate, inspire one another, and generate content. It supports lifelong learning and the realization of ideas in a new way through technology and hands-on fabrication by providing open access to a wide variety of equipment and tools in multiple ways, including guided exploration through classes and programs.

Prior to using the Makerspace, an adult parent, guardian or another person with appropriate legal authority must sign the Makerspace Use and Agreement for Minors. Parents/Guardians are welcome to tour the Makerspace to become familiar with the equipment and evaluate use by a minor child, and Clay Center Carnegie Library staff are happy to answer any Parent/Guardian questions.

Patrons need to check-in with the staff member on duty each time before using the Makerspace.

Patrons must participate in safety and use training before using tools and machinery. Staff is available to assist in explaining the operations of tools and equipment and provide any required safety and use training.

Clay Center Carnegie Library staff is available to assist any patron with disabilities who need special arrangements or accommodations.

Clay Center Carnegie Library provides patrons with access to safety supplies in the Makerspace. Safety is a priority. Some tools or equipment requires specific safety gear as described in training. All safety gear must be worn as appropriate. Closed-toe shoes are suggested to be worn in the Makerspace.

Patrons should report any tool or piece of equipment that is unsafe or in a state of disrepair. The patron must immediately discontinue the use of the tool or equipment and notify Clay Center Carnegie Library staff.

Patrons should report any accident that occurs and any unsafe behavior by anyone a staff member.

Patrons should take precautions to prevent avoidable mess or damage in the Makerspace.

Clay Center Carnegie Library is not responsible for any damage or loss of property, including Makerspace projects.

**Clay Center Carnegie Library reserves the right to halt, delete or disallow the creations of items that violate Library Policies including the creation of weapons, obscene materials, or illegal items.**

**Clay Center Carnegie Library**  
**Makerspace Use Agreement and Release of Liability for Minors**

Clay Center Carnegie Library provides minors with the opportunity to access and use its Makerspace facilities and equipment, as described in more detail below. All use of the Makerspace facilities and equipment is entirely optional and voluntary and is for purposes of recreation, education, and/or self-improvement.

In order for a minor to use the Makerspace facilities and equipment, a parent or guardian of the Minor User or other person with legal authority to enter into this agreement on the minor user's behalf must review this agreement, provide the information requested in Section 1 below, and sign this agreement in the area designated at the bottom of the document.

Please note this document includes a Release of Liability that releases Clay Center Carnegie Library and others related to it from liability for personal injuries and other losses resulting from the Minor User's use of the Makerspace facilities and equipment.

**1. Minor User and Parent/Guardian Information**

**Minor User Information:**

Name: \_\_\_\_\_

Birthdate \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Parent/Guardian Information:**

Name: \_\_\_\_\_

Birthdate \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**2. Conditions of Use:** By signing below, the Parent/Guardian affirms and agrees that:(1) the Minor User is capable of participating in the Makerspace activities (defined below); (2) the Minor User shall comply with all Clay Center Carnegie Library policies, guidelines and instructions; (3) Parent/Guardian shall be responsible to pay any charges or fees for damage, loss or clean-up of Clay Center Library Property, which may be valued and billed to the Parent/Guardian's library account or by other means, in the library's discretion: and (4) all insurance of the Minor User and/or Parent/Guardian applicable to any injuries or claims arising out of the Makerspace activities (defined below) shall be primary with any applicable Clay Center Carnegie Library insurance being secondary.

**3. Makerspace Activities; Assumption of Risk:** Clay Center Carnegie Library's Makerspace facilities and equipment include, but are not limited to, video production equipment, recording devices, drawing tools and equipment, 3-dimensional pens and printing machines, computer equipment, charging stations, wood, metal, plastic, and composite supplies and materials, glue, solvents, nails, screws, and other working parts. The Minor User may work alone or share the Makerspace workspace, tools, and equipment with other users and Clay Center Carnegie Library staff. Clay Center Carnegie Library may require users to wear specified safety gear and undergo training, but safety gear and training may not

always be available. Surfaces of floors, workbenches, and tables in the Makerspace area may have debris, dust and liquids, and sharp objects. While Clay Center Carnegie Library will strive to supervise the Makerspace areas, not all activities of Minor User or other users can be supervised at all times. All above-referenced and other use of Makerspace work areas, facilities, tools, and equipment, whether alone or with others, whether supervised or not, and whether performed according to Clay Center Carnegie Library policies, procedures, guidelines, and safety rules, or not, shall be referred to as the "Makerspace activities".

The Undersigned Parent/Guardian, for and on behalf of the Minor user and such Parent/Guardian understands and agrees that the Makerspace activities involve various hazards, dangers, and risks, including without limitation, and by way of example, the risk of trips, slips and falls; cuts, broken bones, burns, and other wounds to hands, feet, eyes and other body parts; electrical shock; exposure to dust, fumes, smoke, noise and vibrations; and accidents due to the negligence of other users or Clay Center Carnegie Library staff, or vendors, or due to defective or inadequate facilities, equipment, tools and machinery, or due to inadequate, maintenance or repair, training, instructions, supervision, first aid and medical treatment, or safety gear. The risks also include other risks arising from Minor User's involvement in the Makerspace activities, including unpredictable risks and risks inherent in the use of work areas, facilities, tools and equipment used in Makerspace activities. The Parent/Guardian agrees that the Minor User's participation in Makerspace activities involves risks of accidents and serious personal injury and illness, paralysis, permanent disability, and even possible death, of the Minor User. All the above-referenced risks and other risks arising from the Makerspace activities are referred to herein as the "Risks".

The undersigned Parent/Guardian expressly assumes, for such Minor User and the Parent/Guardian, and their respective heirs, family, and estate, executors, administrators, assigns and personal representatives, all Risks arising from the Minor User's participation in Makerspace Activities, whether those Risks are known or unknown, or are predictable or unpredictable, or are Risk inherent in the Makerspace activities.

**4. Release of Liability and Indemnification of Claims of Minor User and Undersigned Parent/Guardian:**

In consideration for the privilege granted to the Minor User to participate in Makerspace Activities, and with full awareness and appreciation of the Risks involved, the undersigned Parent/Guardian, for and on behalf of the Minor User and the undersigned Parent/Guardian, and for such Minor User's and such Parent/Guardian's heirs, family and estate, executors, administrators, assigns and personal representatives, hereby releases and agrees to indemnify and hold harmless Clay Center Carnegie Library, its Board of Trustees, and all organizations related to the Clay Center Carnegie Library, and Clay Center Carnegie Library's, and its related organization's affiliates, directors, officers, trustees, employees, volunteers, contractors, agents, representatives and successors and assigns (the "Released Parties") of and from any and all claims, demands, liabilities, and causes of action that may arise from or could be made against or incurred by the Released Parties or any of them with respect to any and all property damage, economic loss, medical expense, personal care expense, disability, disease, personal injury, or illness whether physical or mental in nature, and/or death, whether caused by negligence or otherwise, suffered by Minor User and arising from the Minor User's participation in the Makerspace Activities, and the Risks, including all claims of the Minor User and all claims of each undersigned Parent/Guardian. This release and indemnification include all damages, costs, expenses, attorney's fees, and economic losses which may be sought in any such claims. This Release and Indemnification is intended to have the scope and effect permitted by law, including C.R.S. §13-22-107.

**5. Consent to Medical Treatment:** If the Minor User is injured or becomes ill while involved in Makerspace Activities, the Parent/Guardian hereby authorizes Clay Center Carnegie Library and its employees, volunteers, agents, and representatives to obtain and consent to, on the Parent/Guardian's behalf, medical care for the Minor User, including without limitation medical treatment, hospitalization, ambulance transportation, anesthesia, and X-ray and other exams and test. The undersigned Parent/Guardian agrees to pay all costs of such medical care and transportation.

**6. Photo/Video Release:** The Clay Center Carnegie Library has my permission to use my or my child's photograph or video recording publically to promote the library. I understand the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by such use.

**7. Miscellaneous:** **The Parent/Guardian agrees that Clay Center Carnegie Library provides no warranties of merchantability or fitness for a particular purpose or use concerning any project or items made using Clay Center Carnegie Library equipment, tools or materials.** If any provision of this document is determined to be invalid for any reason, such invalidity shall not affect the validity of any other provisions, which other provisions shall remain in full force and effect as if this agreement had been executed with the invalid provision eliminated. By signing below the undersigned person agrees that this document is intended to be as broad and inclusive as permitted under applicable law. This document is governed by Kansas law, and any claims brought concerning it must be commenced in the courts of Clay County, Kansas. This document shall not be amended except by a written document signed by the Parent/Guardian and the Clay Center Carnegie Library Director.

**By my signature below, I acknowledge that I have carefully read this Agreement in its entirety and understand it, and I voluntarily agree to all statements and provisions of this Agreement, including the Release of Liability and Indemnification of Section 4, on my behalf and on behalf of the Minor User. I am sufficiently informed about the Makerspace Activities in which the Minor User may/or will participate and the Risks involved to decide whether to sign this Agreement. I authorize the Minor User to participate in the Makerspace Activities. I am eighteen (18) years of age or older, and am the parent, or legal guardian, or otherwise responsible person, of the Minor User with full authority under the law to sign and enter into this Agreement for myself and the Minor User. If more than one Minor User is identified above, all provisions of this Agreement shall apply to each Minor User listed.**

Parent/ Guardian Signature:

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Printed Name:

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Date:

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**Clay Center Carnegie Library**  
**Internet and Technology Use Policy**

**Background**

The Library is committed to the principles of intellectual freedom and the freedom to access information from a variety of sources. The Internet is an information resource that enables public library users to access a diverse variety of information beyond that contained in the library's own collection. Some content which the library does not control may be offensive or may be illegal under the laws of the State of Kansas.

**Library Responsibilities**

The Library provides Internet access for education and research in accordance with all applicable state and federal laws. The Library uses Internet filtering software and/or other means to block content on all of its Internet access computers.

**Internet User Responsibilities**

1. Users must sign in to use the computers.
2. Users are limited to one hour on adult computers and 30 minutes on the children's computer.
3. Users agree to relinquish their computer when their time is finished if another library patron is waiting or at the request of the library staff.
4. The library offers limited support to users needing involved computer assistance. Staff may be available for one-on-one assistance by appointment.
5. The Library does not have the legal authority to act "in loco parentis" (in place of parents) and library staff is not responsible for your child's use of the Internet.
6. Users may download files from a Web site directly to any supported portable storage media but may not download files to the computer hard drive.
7. Users shall:
  - a. Respect the legal protection provided by copyright license to the software, books, articles, and other electronic files.
  - b. Respect the privacy of others.
8. Users shall not:
  - a. Access illegal Internet sites as defined by state and federal laws.
  - b. Access web pages or sites that contain materials that are defined in Kansas statutes as "harmful to minors" (KSA 21-4301c) or "obscene" (KSA 21-4301.)
  - c. Gain or try to gain unauthorized access to restricted resources or entities.
  - d. "Hack into or interfere" with other users, system operations, integrity or security of the library computer system or any other computer system
  - e. Attempt to gain access to another person's files or passwords
  - f. Intentionally obtain copies or modify files, passwords or data that belong to the Library or its users.

- g. Harass others with messages, prints, images, cyberbullying or software programs.
- h. Load or run any software other than that which resides on the library's computers.
- i. Tamper with, mishandle, damage or attempt to damage computer hardware or software.
- j. Interfere with, deliberately attempt to circumvent, or tamper with the filtering software.

### **Printing**

The Library makes printing from library computers available at a nominal charge. The first five printed pages are free for educational purposes. Copies must be paid for before they may be taken from the library building.

### **Limitation of Liability**

The Library assumes no liability for loss or damage to the user's data, the user's portable storage media or for any damage or injury arising from invasion of the user's privacy or from viruses that may infect the user's portable storage media or files. The Library cannot guarantee that Internet filters will block offensive and /or illegal materials.

### **Internet Use by Minors**

Any child aged 17 or below must have an "Internet Permission Form" signed by a parent/guardian before they are permitted to use the library's computers. Children under the age of 14 will be required to take an Online Safety Quiz before using library computers. Children under the age of seven will not be allowed on the library computers without supervision.

### **Enforcement and consequences for violating policy**

The Library monitors public computers for violations of this policy. Staff is authorized to take immediate action to protect the security of computers and the network or to enforce any part of this policy. This includes requiring a user to leave the computer or the premises and contacting law enforcement authorities. A user may request the Library Board reconsider this policy by making a written request to the Library Director.

**\*\*\*Use of the Library's computers constitutes agreement with this policy.\*\*\***

**CLAY CENTER CARNEGIE LIBRARY**  
**Makerspace Computers Permission Form**

The signing of this parental permission slip will entitle your child to use the library's Makerspace Computers that have access to the internet.

Although the use of the internet will be intended for educational, Makerspace purposes; please be aware that your child may have unmonitored times of use of the Makerspace Computers. This means it is impossible to predict, or completely control, what your child may find if they begin exploring the internet. Although the Clay Center Carnegie Library does have filtering software in place, we cannot guarantee that your child will not inadvertently be exposed to inappropriate information or visual materials not suitable for children. Please talk to your child about appropriate types of information and uses for the Makerspace Computers.

Your signature below shows that you agree that your child may use the Makerspace computers with internet access, that you have read the Clay Center Carnegie Library's attached "Internet and Technology Use Policy" and agree to abide by these policies.

My child, (please print name) \_\_\_\_\_, and I have read " Internet and Technology Use Policy ", have discussed what types of information are appropriate for him/her to locate on the internet, and has my permission to use the Makerspace Computers with internet access at the Clay Center Carnegie Library. I understand my child will not be allowed to access sites the library staff has deemed questionable, on any of the library's Makerspace Computers. Additionally, I realize that filtering software may or may not block all materials I feel are offensive and I will monitor my child while he/she is using the library's Makerspace Computers.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Child's Signature

Date \_\_\_\_\_