



Collaboratory Mission, Conduct, and Operations

Mission

The Hillsboro Public Library's Collaboratory is a space for people of all abilities to explore the possibility of making: making art, making science, making crafts, making anything!

Conduct

The Hillsboro Public Library's [Patron Code of Conduct](#) extends to the Collaboratory. This includes:

- Treating others with dignity and courtesy;
- Obeying the reasonable requests of staff members; and
- Abiding by the library's rules for acceptable use of the Internet and library public computers.

In addition, given the specialized equipment available in the Collaboratory, all users are expected to:

- Follow safe and standard operating procedures for all equipment, including wearing appropriate clothing and keeping long hair tied back;
- Respect the shared nature of all equipment, materials, storage, and work spaces;
- Respect U.S. copyright laws barring the replication or representation of protected objects without permission;
- Provide their own digital storage device; and
- Report all problems or concerns to staff in a timely manner.

Finally, the equipment and tools in the Collaboratory may only be used for lawful purposes. Users will not be permitted to use the Collaboratory or any equipment or tools therein to create or otherwise produce material that is:

- Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others (e.g., guns or weapons);
- In violation of the Library's Behavior or Computer Use policies; or
- Infringes on another's intellectual property rights, i.e., equipment or tools will not be used to reproduce material that is subject to copyright, patent, or trademark protection.

Operations

The Collaboratory is available to all WCCLS cardholders ages 10 and up. Users between the ages of 10 and 8th grade need to be accompanied by a responsible adult.

The Collaboratory offers classes and “meet ups,” as well as open labs during which time patrons are welcome to use the equipment and space for personal projects. Equipment is available on a first-come, first-served basis, but users are asked to be considerate of others. The Collaboratory may also be reserved by groups on a case-by-case basis.

Patrons may use the Collaboratory outside of regularly scheduled labs, events, and classes by completing a Collaboratory certification. Collaboratory certification sessions are offered on a regular basis.

All events in the Collaboratory, including certification sessions, appear on the library’s [calendar of events](#).

Some basic supplies are provided by the Collaboratory. That being said, users may be asked to provide specialty consumable materials and, at staff discretion, are welcome to donate unused or surplus materials. For a more detailed description of the equipment available, the materials we provide, and any materials patrons are expected to provide, please see the *Collaboratory Collection Statement*.

Adopted February 2017