

# Townsville Citylibraries Creative Hubs Terms and Conditions

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## 1. Introduction

Townsville Citylibraries provides access to Creative Hubs, equipment and resources. You must read and agree to these Terms and Conditions to gain and maintain access. Failure to comply may result in suspension of access.

These Terms and Conditions should be used in conjunction with the Citylibraries Terms and Conditions of Use.

## 2. Definitions

**Bookable:** *Online booking software used by Council, to allow Users to book access to Spaces.*

**Booking PIN:** *a 6-digit personal identification number provided to Users who make a successful booking in Bookable.*

**Council:** *Townsville City Council.*

**Creative Hubs:** *Citylibraries Riverway Creative Hub: MixHaus Makerspace, Digital Studio 1 and Digital Studio 2. Includes kitchenette, bathroom and resource room. Citylibraries Aitkenvale Creative Hub: Makerspace and Digital Studio.*

**Equipment:** *Hardware and tools provided by Council in the Creative Hubs.*

**Extended Access:** *Access to Creative Hubs outside of staffed Opening Hours.*

**Inducted User:** *A person who holds an active Townsville Citylibraries adult membership who has completed an Induction.*

**Induction:** *An annual process which informs Users of; booking and access process, overview of risks and mitigations, emergency evacuations, hazard and incident reporting, expected safe behaviors and these Terms and Conditions of Use.*

**Resources:** *Consumables provided by Council in the Creative Hubs.*

**Visitor:** *A person in a Creative Hub who has not completed an Induction. Visitors need to be accompanied and supervised by an Inducted User at all times.*

### 3. Inducted User Access to Creative Hubs

3.1 You must be 18 years or older to be an Inducted User.

3.2 You must have a current adult library membership to Townsville Citylibraries to complete an Induction

3.3 To remain an Inducted User, you must complete an Induction every 12 months.

### 4. Visitor Access to Creative Hubs

4.1 During Citylibraries opening hours, Inducted Users are permitted to bring up to 3 visitors into the Creative Hubs.

4.2 Visitors can operate equipment during opening hours under the direct supervision of an Inducted User.

4.3 Visitor safety and behavior is the responsibility of the Inducted User.

4.4 During Extended Access Hours, only Inducted Users are permitted in the Creative Hubs.

4.5 Visitors are not permitted access during Extended Access hours.

4.6 Youth under 18 years of age are eligible to be present in Creative Hubs and utilise equipment if:

4.6.1 Booking is made during opening hours.

4.6.2 An Inducted User makes a booking on Bookable.

4.6.3 Inducted User directly supervises the under 18 users.

4.6.4 They are attending a program delivered by a Council worker, including contractors and volunteers.

### 5. Bookings and Access

5.1 Bookings may be made for an item of Equipment, or an entire space.

5.2 Bookings for Citylibraries Riverway MixHaus Makerspace are made for individual Equipment items

5.3 Bookings for all other Creative Hub spaces such as Studios, include all Equipment in that space

5.4 When you book Equipment in a Creative Hub, you may be sharing the space with other Inducted Users who have booked other Equipment

5.5 You are only permitted use Equipment or spaces you have booked.

5.6 Bookings in any Citylibraries Riverway Creative Hub gives access to shared kitchenette and bathroom facilities.

5.7 During Extended Hours access, entry to other Council or library spaces is strictly prohibited for anything other than an emergency evacuation.

## 6. Safety

6.1 You must wear fully enclosed shoes in all Makerspace spaces.

6.2 You must use all Personal Protective Equipment as per directions from the Induction, safety documents and signage and as directed by Council staff.

6.3 You must follow all Council staff directions.

6.4 You must report all hazards and incidents to staff.

6.5 You must report all equipment/space faults to staff.

6.6 Townsville City Council and Citylibraries take no responsibility for episodes induced by medical conditions. First aid kit, AED, evacuation signage, and emergency contacts are provided in Creative Hubs and in the Induction.

6.7 In the event of an emergency during Opening hours, contact staff and 000.

6.8 During Extended Access Hours, Inducted Users are responsible for evacuating themselves (and their visitors).

6.8.1 In the event of an emergency during Extended Access hours, contact 000.

## 7. Availability

7.1 Townsville Citylibraries cannot guarantee all spaces, Equipment or Resources will be available at all times.

7.2 Townsville Citylibraries may cancel your booking when required.

7.3 We do not provide supervision or in-person instruction for the use of any Equipment or Resources, you must not use the item unless you can do so safely.

7.4 All Inducted Users are responsible for leaving the equipment clean and safe for future operation.

## 8. Behavior

8.1 You must not share your Booking PIN or make bookings on the behalf of others.

8.2 You accept that other people may share space with you.

8.3 You must not take any Resource, or Equipment from the Creative Hubs. All Equipment and unused Resources within the Creative Hubs belongs to Council.

8.4 You must not use Equipment or resources in any way that infringes the rights of any other person, including any intellectual property rights.

8.4.1 You may only use equipment or resources that have been booked via Bookable.

8.4.2 You must not interfere with another persons booking, Equipment or projects.

8.5 Unlawful damage to equipment will require full compensation.

8.6 Library staff assess damaged items on a case-by-case basis and use professional judgement when assessing if any item can be reasonably repaired.

8.7 You must not breach copyright or any license applicable to any library item you access.

8.8 You must treat all staff and people with respect and courtesy.

## 9. Liability and Responsibilities

9.1 You acknowledge and accept residual risk when using Creative Hubs and agree to operate in accordance with all safety direction and instructions from staff, Induction content, and safety documentation and signage.

9.2 Townsville Citylibraries space, equipment, resources and availabilities may change.

9.3 You must adhere to Townsville Citylibraries policies, procedures and staff direction.

9.4 When accessing our spaces or equipment, Townsville City Council is not responsible for loss or damage to personal items or property.

9.5 When utilising Townsville Citylibraries' Creative Hubs, you acknowledge that any intellectual property rights you might create are your own and you must manage their protection yourself.

9.6 Council accepts no responsibility for any personal belongings, materials or projects left in the Creative Hubs.

## 10. Related Documents

Citylibraries Terms and Conditions of Use