

ORANGE PUBLIC LIBRARY

Teen Innovation Lab

Adopted by the Orange Public Library Board of Trustees on September 19, 2022

The Teen Innovation Lab at Orange Public Library & History Center is used for Teen Services library programs and programming that is co-sponsored by Teen Services.

When the Teen Innovation Lab is not in use for scheduled programs, it will be available for teens enrolled in grades 7-12, by reservation. Reservations will be granted on a first come first served basis for approved use by qualified patrons.

All Teen Innovation Lab users must abide by the following rules and guidelines:

1. User must have a current Orange Public Library card in good standing and be enrolled in grades 7-12.
2. Patrons under 13 years of age must be accompanied by an adult.
3. Food and drink are not permitted in the Teen Innovation Lab at any time.
4. The Teen Innovation Lab is reserved for patrons using Teen Innovation Lab software who are working on digital media projects (videos, music, websites, photo editing, audio-recordings). Patrons who want to browse the Internet or use Microsoft Office products should use the public computers in other areas of the building. For group study, patrons should reserve a study room or visit during Teen Homework Center hours.
5. The Teen Innovation Lab may not be used for commercial purposes or activities for which a fee is charged.
6. The Teen Innovation Lab workstation and media devices may not be used for any unlawful purpose. The Library has the ability to monitor user's Internet usage. Teen Innovation Lab users should not attempt to change program settings on workstation or media devices, boot from external storage or media, or try to run their own software. Violations may result in the loss of Teen Innovation Lab privileges.
7. Teen Innovation Lab users may not install or download software upgrades. For help or to suggest software, downloads, and upgrades, please see library staff.
8. The Library is not responsible for any work that is unsaved, corrupted, or altered in the Teen Innovation Lab. Patrons are responsible for allowing enough time to save their work before their reservation ends or the Teen Innovation Lab is closed. It is not guaranteed that any work saved to the equipment will be available past the user's reservation time.
9. Patrons are not permitted to move furniture in or out of the Teen Innovation Lab; if needed, please see a library staff member.
10. Items shall not be affixed to the walls (e.g., banners, posters, decorations).
11. Only library approved dry-erase markers may be used on the whiteboard.
12. The Library is not responsible for items left unattended in the Teen Innovation Lab.
13. At least one light must be on during Teen Innovation Lab use.
14. The Teen Innovation Lab closes 15 minutes prior to library closing.

The Teen Innovation Lab serves as the Teen Homework Center at Orange Public Library & History Center for set hours during the academic year:

1. Teen Innovation Lab workstation and media items may not be used during Teen Homework Center hours.
2. Users who reserved Teen Innovation Lab workstation and media items must checkout with library staff 10 minutes prior to the posted start time of the Teen Homework Center. Users can still use the Teen Homework Center if they have already reserved the Teen Innovation Lab same day.
3. Patrons using the Teen Homework Center must be enrolled in grades 7-12.

Using the Teen Innovation Lab constitutes an agreement by the user to all terms listed within this policy.

The individual who reserves the Teen Innovation Lab will be responsible for any damages. If they are under the age of 18, their parent or legal guardian will be responsible.

The Library's Rules of Conduct and Computer and Internet Use Policies apply to the Teen Innovation Lab.