



**Manassas Park City Library Advisory Board – Special Meeting**

**7:00 p.m., Thursday, August 4, 2022**

99 Adams St

Manassas Park, VA 20111

**Agenda:**

Call to Order

Moment of Silence

Comments

Agenda Changes/Approval

Action Items

**1. Policy Adjustments**

- Policy Changes Overview Attached

Adjournment



# Library Policy Updates

## Changes Made:

- Added Virtual Reality Policy
  - Also attached is the Virtual Reality Waiver which is currently under legal review
- Added 3D Printer Policy
- Added Hotspot Policy
- Adjusted Fines/Fees

## Virtual Reality

### I. VIRTUAL REALITY

The Manassas Park City Library offers Virtual Reality (VR) experiences. VR uses a computer, headset, and sensors to immerse the user into a three-dimensional, computer-generated world. Head, hands, and body movements are tracked to let the user interact with what is seen via the headset.

Due to the unpredictable nature of the human response to VR, the Library will require all eligible participants to complete and return the appropriate Agreement and Waiver/Release of Liability form.

All patrons wishing to use the VR equipment must have a Library card in good standing, and have acknowledged an Agreement and Waiver/Release of Liability form.

### II. USAGE RULES

- Parents or legal guardians of all participants under the age of 18 must sign the Agreement and Waiver/Release of Liability form.
- Patrons may make a suggestion for the library to download an experience. There is no guarantee your suggestion will be accepted.
- Virtual Reality is limited to 30-minute sessions.
- Children under the age of 12 are not permitted to use VR equipment.

**Adopted:**

## Virtual Reality (VR) Waiver

### Agreement and Waiver/Release of Liability

Virtual Reality uses a computer, headset, and sensors to immerse the user into a three-dimensional, computer-generated world. Head, hands, and body movements are tracked to let the user interact with what is seen via the headset.

#### UNDERSTANDING OF INHERENT RISK

- While using the VR equipment I will lose all sense of hearing and sight in the real world.
- I understand I will be engaging in activities that could involve the risk of injury to myself.
- I will discontinue the use of VR if feelings of discomfort occur.
- I understand I assume all risks associated with the use of VR.

Therefore, in addition to the specific inclusion and exclusion of releases stated hereafter, I release the Manassas Park City Library, its employees or the City of Manassas Park from all claims for damages which are the result of my use of VR.

Due to the unpredictable nature of the human response to virtual reality, the Library requires the parents or legal guardians of all participants under the age of 18 to sign this waiver releasing the Library from any liability regarding your child/dependent/minor's use of the VR equipment.



Please stop use of the VR equipment if you feel any discomfort whatsoever.

BY USING ONE OF THE LIBRARY'S VR HEADSETS, YOU ARE INDICATING YOUR ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS AGREEMENT.

\_\_\_\_\_ [If the headset is being used by child/dependent/minor] I am the parent or legal guardian of the minor named below. I have the legal right to consent to and, by signing below, I hereby do consent to the terms and conditions of this waiver.

Participant Name (please print): \_\_\_\_\_

Participant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Child Parent/Legal Guardian Signature (if applicable):

\_\_\_\_\_ Date \_\_\_\_\_

Witnessed by Staff: \_\_\_\_\_ Date: \_\_\_\_\_



## 3D Printing

### I. 3D PRINTING

The Manassas Park City Library (Library) 3D printer is available to the public to make three dimensional objects in PLA plastic using a design that is uploaded from a digital computer file. Patrons must have a valid Library card to request a 3D printing job.

### II. USAGE RULES

The 3D printer may be used for lawful purposes only. Patrons will not be permitted to use the printer to create objects that are:

- Prohibited by local, state or federal law.
- In violation of another's intellectual property rights; for example, materials that are subject to copyright, patent or trademark protection.
- Unsafe, harmful, dangerous or that may pose an immediate threat to the well-being of others; for example, guns, knives or other possibly lethal weapons.
- Obscene or otherwise inappropriate items for the Library environment.

The Library reserves the rights to refuse any 3D print request. Patrons are limited to two (2) designs per month. 3D printed objects must be smaller than 5"x5"x5" and objects are printed in single filament color with a MakerBot Replicator. Operation of the 3D printer is limited to designated staff and trained volunteers.

3D printing at the Library will cost \$.10 per gram and includes weight of support, rafts and fillers.

Items printed from the 3D printer that are not picked up within seven days will become the property of the Library and may be disposed of or displayed as appropriate. Items must be picked up by the individual who printed them. A requesting patron who does not pick up their print forfeits all future rights to use the 3D printer.

Not all designs can be printed as originally submitted. Upon review, staff may request that designs be modified and resubmitted in order to print. Such modifications may include but are not limited to: scaling, grouping, and dividing parts.

Jobs exceeding 8 hours may not be printed. Projects will be added to the print queue as they are received and reviewed. No guarantee of completion time is made.

**Adopted:**



## I. HOTSPOT CHECKOUT

The Manassas Park City Library offers hotspot checkout service to patrons. A “hotspot” consists of the mobile wireless hotspot device itself, as well as its charger and case.

The Manassas Park City Library is not responsible for any liability, damages or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

## II. Usage Rules

In order to borrow a hotspot, patrons must be 18 years of age or older and have a Manassas Park City Library card (in good standing). At the time of checkout, the borrowing patron must present his/her Manassas Park City Library card and state-issued ID. Upon checkout, Library staff will confirm, in the presence of the borrowing patron, that all items are present in the hotspot kit.

Only one hotspot may be borrowed on a patron’s account at any one time. The loan period for the hotspot is 7 days. Checkout is limited to one per household at any given time. Patrons may place a hold on a hotspot.

Patrons are financially responsible for lost or stolen hotspots. A lost hotspot fee of \$75 will be assessed when necessary. Repair costs, whether from negligent, reckless, or intentional damage, are the responsibility of the patron. Hotspots must be returned to staff at the Information Desk, and never to another Library or in the Manassas Park City Library book drop.

The Manassas Park City Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.

If the hotspot is not returned by the due date, the internet connection will be terminated. If the hotspot is not returned within 15 days from the due date, the patron will be charged the replacement fee of the item.

**Adopted:**

## 1.1 ADDENDUM E – FEES

### Fines and Fees

#### 1.1.1 Overdue Fines

- \$25.00+ blocks patron account from checking out further materials

#### 1.1.2 Lost / Damaged Items:

- Catalog list price per item + \$10 processing fee

#### 1.1.3 Laptop Replacement

- \$800

#### 1.1.4 Hotspot Replacement

- \$75

#### 1.1.5 3D Printing Cost

- \$.10 per gram

#### ~~1.1.4~~ 1.1.6 Printing

- \$0.~~15~~20 per page for black and white
- \$0.50 per page for color

#### ~~1.1.5~~ 1.1.7 Interlibrary Loans

- \$5.00 per transaction, plus any fees charged by the lending institution

#### ~~1.1.6~~ 1.1.8 Non-Resident Card

- \$38.00 annual fee

**Last Updated 6/01/2021**