

# Digiverstas

## Rules and regulations

By using the digital makerspace Digiverstas you commit to follow these rules.

1. The equipment is meant to be used on a self-service basis. If you have not used the equipment before, please reserve an appointment for a guidance session through Varaamo, phone (08 558 47337) or email (info.kirjasto@ouka.fi).
2. If you need help using the equipment for the entire duration of your appointment, please bring your personal assistant with you.
3. Make sure to read the user manual. Follow the guidelines and ask for advice from the library staff if you are unsure how to use the equipment correctly and safely.
4. Let the library staff know about any errors or defects of the equipment or materials, or if they are not operating correctly.
5. When your appointment ends, the equipment needs to be ready to shut down or ready for the next user.
6. Use the equipment at your own risk. Oulu City Library is not responsible for the damage caused by the users.
7. Oulu City Library is not responsible for the possible damage caused by the manufactured items.
8. The printers and cutters are to be used only with the materials provided by the Oulu City Library. The materials are charged according to the list of prices.
9. The user is liable to compensate if the equipment is broken or damaged due to a failure to follow the guidelines or careless behaviour.
10. Manufacturing weapons or any kind of items meant to harm others is prohibited.
11. Clean up after yourself and leave everything in good condition for the next users.
12. Eating and drinking in the proximity of the equipment is prohibited.
13. The digital makerspace is not a production line. Please do not reserve the equipment for mass production of items.
14. The reservation is cancelled if the user is late for more than 15 minutes. All appointments end at least 5 minutes before the library is closed.
15. You can have only one appointment for one makerspace equipment at a time.
16. Users under 15 years of age need a permission from a parent or a guardian for independent use of the equipment.