

# PIXEL Labs@NLB

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is a **collaboration** between National Library Board (NLB) and Infocomm Media Development Authority, the first lab in a public library. Situated on the second floor of Jurong Regional Library, users can look forward to a **dedicated space** with tools and supplies that enable individuals to **learn, create, invent, network and share** skills and knowledge. Tools and equipment such as 3D printers and microcontrollers will enable **onsite tinkering** in the library. Programmes will be jointly arranged by NLB and IMDA for general library users.

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| **BOOKING GUIDE** |

As at 17 November 2016

## GENERAL OPERATING HOURS

Open from Wed to Sun from 12pm – 8.30pm  
Closed on Mon & Tue and Public Holidays including eves of Christmas, New Year and Chinese New Year

## TINKERING HOURS

The Lab is open for access to registered users who are at least 13 years old and above to tinker in the lab independently. Children below 13 years old may tinker in the lab, only if accompanied by a parent or legal guardian, who is a registered lab user, at all times. The parent or legal guardian shall be fully responsible for the supervision, conduct and safety of the child at all times.

### Tinkering Schedule

Wed	12pm – 8:30pm
Thu	12pm – 8:30pm
Fri	12pm – 3pm
Sat	5:30pm – 8:30pm (2pm – 8:30pm*)
Sun	5:30pm – 8:30pm (2pm – 8:30pm*)

\*The lab will be opened for extended weekend tinkering on every third Saturday and Sunday of the month.

For the safety and comfort of lab users, a maximum of 35 persons will be allowed to tinker in the lab premises, at any point in time, on a first-come, first-served basis.

Remaining operating hours are reserved for events/workshops. The lab will open for tinkering, at PIXEL Labs@NLB's discretion without prior notice, when space is not occupied for events/workshops.

## LAB USER REGISTRATION

To tinker in the lab and reserve any items for independent use in the lab premises, you must be registered as a lab user.

### One-Time Registration Required

- Register in person at PIXEL Labs@NLB reception counter (Level 2 of Jurong Regional Library) with your personal photo identification (ID) card and a duly completed Lab User Registration Form.
- Please download Lab User Registration Form from PIXEL Labs webpage.

### Registration Eligibility

- At least 13 years old and above.
- Users between 13 to 17 years old must have the Lab User Registration Form counter-signed by a parent or legal guardian before registration will be accepted.

### Acceptable Photo ID Card

- NRIC
- Passport
- SAF11B
- School Smart Card
- Singapore Driving Licence

## SERVICES & FACILITIES

### Events/ Workshops

Technology and maker-related events/workshops will be organized for public participation. Events/workshops will be offered free and/or payable by participants. Please visit the NLB GoLibrary website at <http://www.nlb.gov.sg/golibrary/> for event registration and information on upcoming events at PIXEL Labs@NLB.

### Reservation of Items

Selected Maker Kits and Equipment are made available for onsite use during tinkering hours, at no cost. Only registered lab users can make reservation to use Maker Kit and Equipment.

Registered lab users are allowed to tinker in the lab, using personal Maker Kits without making any reservation. No personal machines, tools or equipment e.g. soldering machine and drills are permitted for use in the Labs, unless special permission has been granted by PIXEL Labs@NLB. However, please note that bringing your personal kits will be at your own risk. Under no circumstances will our lab staff be in any way liable for any damage or destruction to, or theft of, your personal items.

## RESERVATION PRIVILEGES & POLICIES

- Maker Kit and Equipment are available for use at no cost, subject to availability and meeting eligibility criteria.
- Reservations are on a first-come, first-served basis and must be made at PIXEL Labs@NLB reception counter.
- Reserved item is available for use during tinkering hours within the lab premises and shall not be taken out of the lab, at any point in time.

MAKER KIT	EQUIPMENT
Type	
1) Arduino Uno*                    4) Makey Makey 2) LilyPad Arduino*                5) Raspberry Pi 2 & B+ Model* 3) littleBits                            6) Spark Core*  *Microcontrollers will be issued with a standard set of consumables and tools to facilitate tinkering.	1) 3D Printer
Eligibility	
<ul style="list-style-type: none"> <li>• Only registered lab users are allowed to make reservation to use Maker Kit and Equipment.</li> <li>• Reservation is acceptable only upon presentation of a valid photo ID.</li> </ul>	
User Criteria	
<ul style="list-style-type: none"> <li>• No required training/ briefing before reservation. However, it is recommended that users have some basic understanding and experience using micro-controllers.</li> </ul>	<ul style="list-style-type: none"> <li>• Only users who have completed the required one-time Equipment Briefing are allowed to reserve equipment.</li> <li>• For 3D Printer Equipment Briefing, please register via NLB GoLibrary website at: <a href="http://www.nlb.gov.sg/golibrary/">http://www.nlb.gov.sg/golibrary/</a>.</li> </ul>
Reservation Period	
<ul style="list-style-type: none"> <li>• For day use only during tinkering hours</li> <li>• Use of one Maker kit per reservation</li> <li>• 30 days of advance booking limited to 1 reservation only</li> </ul>	<ul style="list-style-type: none"> <li>• Up to maximum of 3 hours use only per reservation per day</li> <li>• Use of one equipment per reservation</li> <li>• 30 days of advance booking limited to 1 reservation only</li> </ul>
Usage of Maker Kit/ Equipment	
<ul style="list-style-type: none"> <li>• Maker Kit including all accompanying consumables and tools must be returned to our lab staff at least 15 minutes before the end of daily tinkering hours.</li> <li>• Please bring your own laptop for tinkering if you are reserving to use the following Maker Kits: -               <ul style="list-style-type: none"> <li>– Arduino Uno</li> <li>– LilyPad Arduino</li> <li>– Makey Makey</li> <li>– Spark Core</li> <li>– Intel Genuino</li> <li>– SEEED Studio Grove</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• PIXEL Labs@NLB reserves the right to reject the use of reserved equipment if estimated print time is more than the reserved duration and does not cater for allowance of preparation time and post-printing clean-up.</li> <li>• Printing job will be terminated, without prior notification, if it is not completed by end of reservation time.</li> <li>• The 3D Printers at the lab may only be used with the PLA filament provided by the lab.</li> <li>• PLA Filament will be provided at no cost. Colours are subject to stock availability.</li> </ul>
Cancellation	
<ul style="list-style-type: none"> <li>• Maker Kit reservation will be cancelled if it is not check-out <b>at least TWO (2) hours</b> before the end of the tinkering hour on the reservation date.</li> <li>• Equipment reservation will be cancelled if there is <b>no-show FIFTEEN (15) minutes</b> after reservation start time.</li> <li>• Cancellation can be done in person or via email at least 1 day before reservation date. Please email cancellation to: <a href="mailto:labs_nlb@imda.gov.sg">labs_nlb@imda.gov.sg</a>.</li> </ul>	
Loss & Damage	
<p>In the event of loss/ damage of equipment/ kits/ tools during the reservation period, the registered user(s) shall be liable for the cost of replacement or repairs.</p>	

The following Terms of Use (these “Terms”) governs access and participation in PIXEL Labs@NLB (the “Facility”), a collaboration between Infocomm Media Development Authority Singapore and National Library Board (NLB) located at Jurong Regional Library, 21 Jurong East Central 1, Level 2, Singapore 609732 and the use of materials, consumables, tools, kits, machines and equipment (“Equipment”) in the Facility.

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## TERMS OF USE

### 1. General Conditions

- 1.1 I understand that the Facility is a community space and I shall undertake the shared responsibility of co-creating a conducive and safe environment to tinker, learn and share including abiding by the reservation policies and procedures of the Facility, as they may be communicated to all PIXEL Labs@NLB users (“Users”) from time to time, including any and all posted safety notices and Code of Conduct.
- 1.2 I acknowledge and agree that by accessing the Facility, participating in activities in the Facility and/or using any Equipment in the Facility, I am required to furnish personal data to IMDA and NLB and/or its partners. Personal data that may be collected include Full Name, Identification Number, Gender, Age, Mobile Number and Email Address. Personal data collected will be used for the following purposes: -
  - a) To verify my eligibility for registration
  - b) To process and administer my application to become a registered user of PIXEL Labs@NLB
  - c) To process and administer my reservation to use Equipment in the Facility
  - d) To process my registration to participate in PIXEL Labs@NLB events
  - e) To provide assistance and contact me regarding my enquiries and reservation
  - f) To send me notices and reminders on events and reservations
  - g) To send me information about PIXEL Labs@NLB upcoming events, only if I have chosen to subscribe to the mailing list
  - h) To register my attendance prior to using the Facility and/or Equipment
  - i) For any other purposes for which IMDA and NLB have obtained my consent or which are permitted under law.
- 1.3 Prior to using the Facility and/or Equipment in the Facility during tinkering hours, I understand and agree to furnish my photo ID card for verification purpose by the Facility staff.
- 1.4 By entering the Facility to use the Equipment and/or participate in any activities conducted in the Facility, I certify that I am in a good physical condition, and have no medical or physical conditions that would restrict my participation.
- 1.5 I understand and agree that the Facility is a community workspace to tinker with ideas and concepts, and that cross-sharing and learning naturally thrive. I agree that IMDA and NLB are not responsible for any other person or entity becoming aware of my intellectual property and/or confidential information, which I do not want to become known by third parties. I agree that I will take reasonable precautions to safeguard confidentiality of such information.
- 1.6 I agree not to create projects that are considered harmful, dangerous, and obscene or in violation of any copyright, patent or trademark. Facility staff reserves the right to determine if project is appropriate.
- 1.7 I acknowledge and agree that if due to my negligence and/or misuse, the Facility and/or Equipment require repairs and/or replacement; I and/or my parent/legal guardian (if I am below age of 18) shall pay for such repairs and/or replacement including all incidental costs incurred. I further agree to accept IMDA and NLB assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total. This restitution amount could equal as much as replacement cost of the item.
- 1.8 I agree and accept that IMDA and NLB reserves the right to terminate my privileges to access the Facility and Equipment with immediate effect in the following situations:-
  - If I am found to be using false identification.
  - If I bring any Equipment out of the Facility at any point in time, whether intentional or not.
  - If Equipment is not returned to our lab staff daily, at the end of stipulated tinkering hours.
  - If it is brought to our attention that you have been tinkering for unlawful purposes, other than its intended purpose.
  - If I display disruptive behaviour that interferes with the operation of the Facility, infringes upon the rights of others to participate freely in the Facility’s services, poses a risk to Facility staff and other lab users including Facility and/or Equipment.

## 2. Specific Conditions of Use – Facility

- 2.1 I certify that I meet the eligibility of participation in activities in the Facility and/or held by PIXEL Labs@NLB, IMDA, NLB and its appointed partners.
- 2.2 I will “check-in” with the Facility staff on duty at the lab counter, using my personal photo ID card, and complete the necessary sign-in procedure each time I use the Facility.
- 2.3 I will use the Facility for its intended purpose of participating in tinkering activities and/or in events held in the Facility. No sleeping, reading of newspapers or studying is permitted.
- 2.4 I acknowledge that the Facility is a shared workspace and tinkering area available in the Facility is limited and on a first-come, first-served basis. I agree that IMDA and NLB reserves the right to refuse my entry to the Facility if Facility staff determines that capacity exceeds safety limit and/or when it becomes too disruptive for conducive tinkering. Reservation of seats is not encouraged within the lab community.
- 2.5 I acknowledge and agree that no food and drinks except bottled mineral water are allowed to be brought into and/or consumed in the lab premises at all times. Food catering is permitted only for PIXEL Labs@NLB approved events.

## 3. Specific Conditions of Use – Equipment

- 3.1 All Equipment belonging to the Facility is only for use within the lab premises and should not be taken out of the Facility at any point in time, even during reservation period.
- 3.2 I certify that I am at least 13 years old and above to use any Equipment independently. If I am below 13 years old, I must be accompanied by a parent or legal guardian, who is a registered lab user, at all times for tinkering. My parent or legal guardian shall be fully responsible for the supervision, conduct and safety of me at all times.
- 3.3 I understand that the reservation of Equipment is not transferable and Equipment can only be check-out for use by the registered user(s) who have made the reservation.
- 3.4 I acknowledge and agree not to use Equipment in the Facility without prior reservation and/or required training/briefing. In the event that an incident occurs as a result of non-compliance, I will be responsible for any resulting damage. I further agree to not permit anyone else to use such Equipment without the required training, if it is within my knowledge.
- 3.5 I agree to use Equipment in the Facility in a safe and responsible way, and will abide by all rules and regulations of PIXEL Labs@NLB including, without limitation, Safety Guidelines posted in the lab and all conditions set out in this Booking Guide.

- 3.6 I will clean up my workspace and/or Equipment in the Facility after use, returning the workspace to its original state. I agree to return Equipment in the same condition and/or location as they were issued, barring normal wear and tear.
- 3.7 I agree to accept that it is my responsibility to check the condition and/or quantity of any Equipment issued to me upon checking out from the Facility staff and I will account for all issued Equipment before returning to the Facility staff. If there is any discrepancy, I will inform the Facility staff on duty immediately.
- 3.8 I agree that the Facility is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the Equipment.
- 3.9 I agree that if any Equipment becomes unsafe or in a state of disrepair, I will immediately discontinue use of the Equipment and notify the Facility staff. I agree that I will not repair Equipment on my own.
- 3.10 In the event of loss/ damage of equipment/ kits/ tools during the reservation period, the registered user(s) shall be liable for the cost involved in the replacement/ repairs including purchasing the replacement.
- 3.11 I acknowledge that the Facility is only able to provide consumable materials on a limited basis and I agree to avoid wasting consumable supplies and materials.
- 3.12 I acknowledge and agree that the Facility staff is not liable to supervise my personal property, any Equipment issued to me, printing process and outcome if I choose to leave them unattended.

## 4. Use of Photos/Videos/ Images

- 4.1 I understand that as part of the joint effort between National Library Board (NLB) and Infocomm Media Development Authority (IMDA) to promote PIXEL Labs@NLB to the community to encourage experimentation, sharing and learning, I may be captured in photographs and/or video(s) during my participation in PIXEL Labs@NLB. I grant IMDA and NLB the permission to use photograph(s) and/or video(s) of me in its online or offline promotional materials and publicity efforts. I shall release IMDA and NLB including those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with such use. I understand that all such recordings, in whatever medium, shall remain the property of IMDA and NLB.
- 4.2 I also undertake not to use, reproduce and/or distribute any photographs, videos and images taken in PIXEL Labs@NLB by me for any other purpose other than for personal non-commercial use. In the event that I wish to use, reproduce and/or distribute photographs, videos and images for my commercial promotional purpose, I will seek and obtain prior written approval from IMDA and NLB. I declare that I shall not misuse any photos, videos and images captured of PIXEL Labs@NLB for defamatory, offensive and illegal purpose.

## 5. Assumption of Risks, Waiver and Indemnity

- 5.1 I understand that participation in and/or engaging in activities at PIXEL Labs@NLB (“Activities”) carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks generally include cuts, scratches, bruises, sprains; eye injury or loss of sight, joint or back injuries, blunt trauma, and electric shocks.
- 5.2 In consideration of being a registered lab user, participant, visitor and/or guest at PIXEL Labs@NLB, I, for myself, my heirs, agents, personal representatives or assigns, do hereby (to the fullest extent permitted by law) release, waive, discharge, and covenant not to sue IMDA, NLB, its officers, employees, representatives and agents (collectively, “IMDA” and “NLB”) from liability from any and all claims, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to the Activities.
- 5.3 I have read the foregoing paragraphs and I know, understand, and appreciate these and other risks that are inherent in the Activities. I hereby affirm that my participation in the Activities is voluntary and I freely accept and assume all associated risks and hazards. I expressly agree and understand that I may suffer injury, illness, or even death from my participation in the Activities. I also agree and understand that my visit/participation and/or guest/participant status may be suspended at any time, at the discretion of IMDA and NLB if my safety and/or the safety of other persons become a concern.
- 5.4 I also agree to indemnify and hold PIXEL Labs@NLB, IMDA and NLB harmless from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including legal fees brought as a result of my involvement in activity in PIXEL Labs@NLB and to reimburse them for any such expenses incurred.
- 5.5 I further expressly agree that the foregoing waiver and assumption of risks undertakings is intended to be as broad and inclusive as is permitted by the laws of the Republic of Singapore and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

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*These Terms are subject to change at any time, and PIXEL Labs@NLB will post the most current version of the Booking Guide on [PIXEL Labs](#) webpage. Your use of the Facility and/or Equipment shall constitute your acceptance of the most current version of these Terms. If any of these Terms shall be deemed invalid, void, or for any reason unenforceable, that term shall be deemed severable and shall not affect the validity and enforceability of any remaining condition.*