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**State Library of Queensland** (SLQ)

**The Edge Fabrication Labs** (Space)

**Storage and Material handling Policy**

The SLQ will provide Fabrication Lab Members (on request) one (1) storage tub to store items & materials for projects conducted at the fabrication labs.

* Storage Space is limited to one (1) tub per Fabrication Lab Member subject to availability. The storage tub will remain the property of SLQ.
* SLQ will take all reasonable and appropriate steps to protect storage items, by storing the item in a secure area.
* SLQ assume no liability for storage contents. SLQ is not liable for any loss, theft or damage to your belongings, or for any items that you might bring to or create in the Space.
* Storage is not to be used to store perishable, or hazardous goods. SLQ reserves the right to inspect or dispose of storage contents at its discretion at any time if required.
* Members assume responsibility for the contents of the storage tub including safety and security of items. It is recommended that valuables are not be stores at SLQ The Edge Fabrication Labs.
* You are responsible for labelling, identifying and storing safely anything you are working on or anything you bring into the space.
* You consent to SLQ removing or disposing of any items that are not labelled adequately, or which SLQ reasonably considers having been abandoned.
* You must remove items promptly if SLQ asks you to do so.

* The Fabrication Labs will store the tub and contents for three months only. After 3 months SLQ staff will contact you twice (2) via the details you have entered on Storage Agreement. If you have not responded within 7 days of the last contact, SLQ will dispose of the contents of your storage space/tub.
* Project based storage time and volume may be extended on negotiation with SLQ.
* SLQ fabrication labs will hold documentation to show the details of the storage tub owner including any method of disposal. The personal information that is provided to SLQ is for the purpose of identifying the correct owner and this information will not be passed on to other entities unless it is required by law.

SLQ will take all reasonable and appropriate steps to protect the privacy of individuals as required by the Information Standard 42, Information Privacy, (IS42) and the State Library’s Intellectual Freedom Policy.

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