



JLB Hub Terms and Conditions

Description of Service

The JLB Hub (thereafter known as the “Hub”) is a co-working space based upstairs in Helensburgh Library with accommodation for 8 service users, ample electrical trunking and access to a high speed BT Business Internet network, wireless printing and 3-D printing. The opening hours of the Hub will be the full library opening hours which are:

Monday	9.30 – 5pm
Tuesday	9.30 – 5pm
Wednesday	9.30 – 5pm
Thursday	9.30 – 8pm
Friday	9.30 – 5pm
Saturday	9.30 – 1pm

Users can also book meeting rooms for either one-to-one sessions or groups of up to 16 people and will be supported by library staff.

By joining the Hub, or by using it on a casual basis, you agree to the following terms and conditions.

Hub Membership and Usage

- Space within the Hub can be booked as office accommodation, by monthly blocks, or on a casual “hot desking” basis, by day or half-day.
- The 8 spaces within the Hub will be offered for office accommodation, however if they are not fully subscribed then they will be made available for casual use.
- Those booking the Hub as office accommodation must pay in advance of use.
- The office subscription is £199.99 per month and can be paid by invoice, pre-paid for the full booking or paid on a monthly basis.
- Office subscribers will have access to meeting rooms (subject to availability) and be able to use the library as their business address.
- An office subscription is personal to the user and cannot be shared or transferred to another person.
- A business or organisation can take out an office subscription but will not be permitted to sub-let their desk/space.

- Where a business or organisation has an office subscription all corporate users of their desk/space will have to sign the terms and conditions of use.
- Users may cancel their subscription at any time up to the due date of their next payment.
- No refunds will be made for subscriptions cancelled.
- A subscription ceases contemporaneously when a monthly payment is not made.
- LiveArgyll may cancel subscriptions if users breach the terms and conditions of use.
- Casual users can book desk space for either the full day or half-day as defined below:
 - Full day
 - 9.30am – 5pm (7.5 hours)
 - Thursday: 9.30am – 5pm (7.5 hours) or 1pm – 8pm (7 hours)
 - Half-day
 - 9.30am – 1.30pm (4 hours)
 - 1.30pm – 5pm (3.5 hours)
 - Saturday: 9.30am – 1pm (3.5 hours)
 - Thursday: 5pm – 8pm (3 hours)
- The cost of booking desks for casual use is:
 - Full day = £24.99
 - Half-day = £14.99
- All problems or issues with the Hub space and/or its furniture, fittings and equipment must be reported to library staff.

ICT Provision

- No PCs, laptops or tablets will be provided therefore Hub users must use their own devices.
- Hub users are responsible for the security of their own devices and the securing their own computer data, including protecting themselves from the impact of computer viruses, malware and malicious software.
- A dedicated BT Business Internet network has been installed for sole Hub use.
- The BT Business Internet network has content filters applied to protect users from inappropriate material.
- Hub users will be provided with logon details (wireless network name and password) which must never be shared with non-users of the Hub. Logon details will be valid for a week and will be issued by Argyll and Bute Council's IT Department to the library on Monday mornings for 9.30am.
- Wireless printing will be available for Hub subscribers and be free of charge for the first 100 copies per day (standard office printing, not promotional materials).
- Printing over and above the daily allowance of 100 copies will be charged at 15p per sheet.
- A 3-D printer has been installed for Hub use and the cost of printing will be determined by what is printed.
- Hub users must agree that when using the service they will not:

- Use the service in connection with chain letters, junk email, spamming or any unsolicited messages (commercial or otherwise).
- Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights of others.
- Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, obscene, indecent or unlawful material.
- Upload, or make available, images, software or other material protected by intellectual property laws such as copyright unless they own or control the rights or have received consent to do the same.
- Upload files that contain viruses, Trojan Horses or similar software or programmes that may damage the operation of another computer or property of another Hub user.
- Download files that cannot be legally reproduced, displayed, performed and/or distributed in such manner.
- Restrict or inhibit any user from using the service.
- Harvest or collect information about others, including email addresses, without the authorisation or consent of the disclosing party.
- Create false identity for the purpose of misleading others.

Amenities

- Car parking is available at the back of the library building on a first come, first served basis. On-street parking is available if the car park is full.
- Toilets (male, female and disabled) are situated on the ground floor of the library.
- Refreshments of tea, coffee and water will be made available to Hub users.
- A fridge will be provided for Hub users within the Hub space.

Health and Safety

- Hub users must sign in and out of the library building when using the service. The sign in/out sheet will be kept at the main reception desk in the library.
- Guests and/or business associates coming into the library to meet Hub users must sign in and out at the main library reception desk.
- Hub users must undertake a building induction that will highlight all relevant health and safety regulations and procedures. The induction will include pointing out all fire alarm points and the assembly point should the building need evacuated in the event of the fire alarm being activated.
- The Hub and library building is a non-smoking facility. Smoking is permitted outside the building but not at the main entrance to the library.

Personal Data Policies

[Privacy Policy](#)