

Maker Spaces

1. Definition

“Maker” in the context of this policy refers to a person who designs, creates, or produces content, art, or physical artifacts by physical or digital means, or learns to do so. The Library recognizes maker spaces as important places and maker activities as important methods of sharing information, skills, community, and expression. By understanding and adhering to this policy, users can ensure a positive and productive experience in the Library's maker spaces. The use of Library maker spaces constitutes acceptance of this policy.

2. Permitted and Prohibited Activities

- a. **Lawful Purposes:** Customers may not use the maker spaces in violation of any local, state, or federal ordinances, regulations, or laws.
- b. **Intellectual Property:** Customers of the Library's maker spaces may not violate copyright laws and licensing agreements. While the Library encourages customers to use its Maker space equipment and services for innovation and invention, due to the public nature of its facilities, the Library cannot guarantee the security of customers' intellectual property rights such as copyright or trade secrets. Projects may be produced in public view, and the Library may photograph and/or record the production process and publish such photographs and/or recordings in any type of media now in existence or hereafter created, including, without limitation, print, social media, television, and the internet. Customers using the Library's maker space equipment and services must accept the risk that their intellectual property may be exposed to or copied by others.
- c. **Safety:** Customers must adhere to safety guidelines, including proper attire, handling of equipment, and maintaining a safe workspace.
- d. **Unsafe or Harmful Projects:** The Library's Maker spaces prohibit the creation of unsafe, harmful, or dangerous items.
- e. **Obscene or Inappropriate Content:** The Library prohibits obscene materials, and other materials inappropriate for the Library environment.
- f. **Commercial Use:** The Library may limit or prohibit the use of its maker spaces for mass production or commercial use.
- g. **Banned Effects:** The Library prohibits the use of unsafe materials, smoke/fog machines, pyrotechnics of any kind, lasers, harmful or disruptive sound emitters, liquids or other viscous material, and small particulates, including, but not limited to, glitter, or anything that creates a stain or is difficult to clean.

3. Access and Usage

- a. **Training and Reservations:** Customers may need training or reservations before using certain equipment. Consult the Library website or staff in maker spaces for which pieces of equipment have these requirements.
- b. **Cleanliness and Organization:** Customers must keep workspaces clean and organized.
- c. **Equipment:** Customers must handle equipment responsibly and report any issues to staff. Equipment should only be used as intended and within safety parameters.

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- d. **Project Completion:** Projects, print jobs, etc. cannot be left running unattended or suspended while the Library is closed. The Library assumes no responsibility for projects that customers cannot complete within scheduled use time. Customers are responsible for all use and material costs associated with incomplete projects.
- e. **Session Length:** The Library may extend or reduce session length in its sole discretion.
- f. **Computer Use:** The computers in the maker spaces are intended for customers using the specialized software programs or equipment in the maker spaces. The Library may reassign customers to other computers in the Library if they are not using maker space computers for their intended purpose.
- g. **Assistance:** The maker space is a self-directed area. Customers are expected to complete designs and projects mostly on their own, after initial guidance and information from maker space staff on the capabilities, safety, and basic operation of maker space equipment and software. Staff may not be experts on the use or operation of everything available in the maker space. One-on-one appointments can be made with maker space staff to learn the more in-depth initial operation of maker space software and hardware.
- h. **Disclaimer:** Library staff production or supervision of a customer's item does not constitute an acknowledgment that the customer's item conforms with this or any other library policy, with intellectual property or other laws, or that the item is safe or fit for customer's specific purpose.
- i. **Age Requirement:** Maker spaces are available to Library customers ages 13 and up. An adult must accompany users under age 13 at all times. Maker spaces often contain small items that may present hazards to young children, such as choking hazards, electrical outlets, and hot surfaces.
- j. **Food Related Considerations:** No food or drinks of any kind are permitted in Library maker spaces. The equipment and consumable materials in Library maker spaces may not be used to create food-grade items, and products made in the Maker space should not be considered safe to use as food containers or serving pieces.

4. Risk of Injury

- a. Some equipment located in the maker space may contain aspects, parts, or components that may cause injury to the user if all rules, policies, procedures, and restrictions are not followed.
- b. Any accident or injury that occurs in the maker space must be immediately reported to a staff member.
- c. Customers agree to release and hold the Library harmless from any claims for personal injury, property damage, or any other loss in connection with the use of the maker space, including the equipment, tools, and materials.

5. Consumable Materials and Fees

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- a. Consumable materials may be required to use some pieces of equipment. The Library provides certain consumable materials for a fee. The list of materials and associated fees may be found on the Library Fee Schedule.
- b. Customers may be allowed to bring their own materials, but these need to be approved by staff prior to being used with any equipment.
- c. If equipment breaks, please alert staff immediately. Customers may be responsible for replacement costs for damage to equipment or the physical space incurred due to customer negligence or intentional misuse.
- d. Customers are responsible for paying for all use and material costs associated with use of Library maker spaces, even if the project attempted fails or does not complete. Failure to self-report material usage and pay for use of equipment and/or material will result in suspension of maker space use privileges.

6. Equipment Selection

The Library maker spaces attempt to provide access to equipment providing design and production capabilities of which customers may not otherwise have access or be aware. In addition, the Library attempts to respond to a confluence of user interest in a specific area to extend community space use and relevance.

7. Consequences for Violations of this Policy

Violations of this policy may result in the temporary or permanent suspension from Library maker spaces. Appeals of suspensions may be submitted in writing, no more than 15 days after such suspension, to the attention of the Executive Director.

I have read the Maker Space Policy and agree to the terms and conditions.

Name:

Date:

Printed Name:

Phone Number:

Emergency Contact:

Name:

Phone Number: