

MAKERSPACE POLICY

Users of the makerspace will respect the rights of others and the condition of its resources. The following rules and regulations govern the use of the Library Makerspace:

Use of Space

- I. Equipment in the makerspace is available for use on a first-come, first-served basis.
- II. Patrons ages 13 and up may use the Makerspace independently. Patrons 12 years and under may use the Makerspace if supervised by a parent/legal guardian. Minors must be appropriately supervised and must remain with the minor at all times while using the Makerspace. The supervising adult is responsible for the actions of the child.
 - A. The Glowforge must only be used by the adult.
- III. Food and drinks are prohibited when using the Makerspace.
- IV. All Library policies, including the Code of Conduct, apply to the usage of the makerspace. Failure to comply with makerspace or Library policies may result in losing makerspace or Library privileges.
- V. Prior to using the Makerspace or equipment, patrons must sign a Release of Liability Agreement. The patron will be considered the “User” for the purpose of the Release of Liability Agreement. If the patron is under the age of 18, a parent or legal guardian must sign the Release of Liability Agreement.

Use of Equipment

- I. Patrons are responsible for any damage done to the Makerspace equipment, up to the total cost of repair, resulting from the inappropriate, unauthorized, or misuse of the facility or the equipment or from failure to follow all rules, policies, procedures, and restrictions.
- II. The Patron agrees to follow the safety policies and procedures involved with the Makerspace, including the following:
 - A. The Patron will follow all equipment safety procedures as documented in either a training session, workshop and/or detailed in the owner’s manuals. Owner’s manuals will be available for review by the User.
 - B. The patron agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify Library staff.
 - C. The Patron must report any accident/incident that occurs to a Library staff member, at the time of the accident/incident.
- III. The Library Director and designated staff reserve the right to:
 - A. Refuse any request/service.
 - B. Review and approve all materials before using equipment in the makerspace. If there is a problem with designs and/or production that is readily identifiable by the Library, the patron may be informed. Review and approval does not guarantee a successful completion of the project.
 - C. Stop a request due to time or equipment capabilities.
 - D. Set a limit as to the maximum amount of projects

Chesterfield Township Library

- E. Close down the makerspace at any time for programs or maintenance with little or no notice.
 - F. Halt, delete, or disallow the creation of items that violate any Chesterfield Township Library policy
- IV. Patrons agree to take precautions to avoid causing an unnecessary mess and to clean up their workspace following use. Patrons must inform a Library staff member if they cannot return a work surface, tool, or equipment to its original state.

Supplies

- I. Patrons agree to avoid wasting supplies and only use them for their indicated use.
- II. Patrons may bring their own materials; however, Library staff must approve all materials before they are used.

Patron Responsibilities

- I. Patrons must save their work on an external memory source – an external hard drive, CD, DVD, or flash drive. Any work saved on Library computers will be deleted once the computer is turned off and cannot be recovered. It is the responsibility of the User to delete and/or remove any files (digital or print) from the Library equipment. The Library is not responsible for equipment or files (digital or print) left behind by Patrons.
- II. Equipment in the makerspace may be used only for lawful purposes subject to any condition outlined in this policy or any other Library policy. In addition, Patrons will not be permitted to use the equipment to create material that is:
 - A. Prohibited by local, state, or federal law or regulation.
 - B. Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others.
 - C. Obscene, sexually explicit, or harmful to minors.
 - D. In violation of another's intellectual property rights.
 - 1. Patrons will be responsible for compliance with all intellectual property laws, including patent, trade dress, trademark, and copyright laws. Responsibility for possible copyright or any other intellectual property infringement lies solely with the user, and the Library disclaims any responsibility or liability resulting therefrom. The patron using makerspace equipment is liable for any infringement.
 - E. Weapons or weapon replicas of any kind.
 - F. Produced for commercial purposes or goods to be sold for profit.

Limitations

- I. The Library is not responsible for any manufacturing defects, issues with the quality of workmanship, safety, flaws, the quality of any tools, materials, the failure of materials, or equipment supplied by the Library, or the quality or condition of a user's project.
- II. The Library is not responsible for any damage to, or loss or theft of, the user's property or data.
- III. The Library is not responsible for the following:

Chesterfield Township Library

- A. The Library does not accept responsibility if a project is destroyed, does not print correctly, or does not work.
 - B. The Library does not accept responsibility if a patron's personal equipment is damaged or destroyed while using the tools.
- IV. The Library cannot guarantee a successful project or time frame of completion. Failed projects may be attempted one more time.
- V. The Library is not responsible for any injuries when using the equipment.
- VI. While the Library makes every effort to oversee the use of the equipment, usage of the equipment is not under the direction or control of the Library. Approval to use the Makerspace does not constitute endorsement by the Library of the uses to which the space is put or the products produced therein. The Library is not responsible for any object created with the use of the equipment, including any harm or injury incurred because of any usage of the equipment.

Support

- I. Library staff is available to ensure equipment is working correctly and to teach how to use equipment properly, but not with the design or production of projects.
- II. All equipment failures and accidents must be reported immediately to a library staff member.
- III. Patrons will observe general usage and safety guidelines and specific guidelines regarding each piece of equipment displayed at equipment stations.

Approved: November 16, 2022
Chesterfield Township Library Board of Trustees