



Makerspace Policy

The Library's Makerspace Cart is designed and outfitted to promote making and the maker ethos through up-to-date technologies, tools, and equipment. The Makerspace Cart is to be utilized with those actively engaged in designing or making physical or digital media works. Patrons not engaged in such activities may be asked to end their usage of the Makerspace Cart.

USE OF EQUIPMENT AND MATERIALS

1. Prior to using Makerspace tools or equipment, projects must be reviewed by a staff member.
2. Use of equipment and tools is available on a first come, first served basis. Use of equipment or tools is limited to two (2) hours per day. If no one is waiting to use the equipment or tools, use may be extended at library staff's discretion.
3. Same day reservations up to two (2) hours are allowed. Use may be extended at the staff's discretion.
4. Use of select equipment and tools require staff assistance to operate. Independent use of equipment may only occur if a user has received approval from either the Library Director, Adult Services Librarian, or Youth Services Librarian.
5. Patrons may bring in their own materials for use with equipment. All outside materials to be used with library equipment must be approved by staff prior to using the equipment.
6. The library cannot guarantee product quality, satisfaction, equipment availability or stability, confidentiality of design, or specific delivery times. Patrons are responsible for the storage of their digital files and providing their own storage devices as needed. The library is not responsible for data loss during the creation or digitization process.
7. The library does not offer refunds for materials used or for any remnants.
8. The library is not responsible if there is damage to a project, if a project does not print correctly, does not work, or if a user's personal equipment is damaged or destroyed while using any of the library's machines or tools. The library and its staff are not liable for any loss, damage or expenses sustained by any user due to the utilization of services, equipment, software, advice or information.
9. All equipment available on the Makerspace Cart must stay with the cart and within the Main Floor or Children's Library.

PROCEDURES

Individual technologies, tools, and equipment will have their own procedures. All patrons interested in utilizing the Makerspace Cart and other Makerspace offerings, must read through the corresponding procedure.

RESTRICTIONS

Patrons must use the Makerspace Cart and its equipment in a reasonable manner. The Library may deny use of library equipment and tools to individuals who do not take proper care of, recklessly use the equipment and tools, or do not attend required orientations in equipment and tool use. Patrons may be held responsible for willful misuse or damage to the equipment.

1. The library reserves the right to refuse any project and/or item creation request.
2. Equipment may not be used to produce:
 - a. Content or objects prohibited by federal, state, or local law.
 - b. Content or objects in violation of intellectual property rights.
 - c. Weapons or look-alike weapons.
 - d. Objects or materials that would be considered obscene or inappropriate for the library setting.
3. The copyright law of the United States (Title 17, US Code) governs all reproductions of copyrighted material. Users of the Makerspace Cart are responsible for any related infringement. By submitting content or objects, the user agrees to assume all responsibility for, and shall hold the library harmless, in all matters related to patented, trademarked, or copyrighted materials. The Library is not responsible for any damage, loss, security of data arising from the use of its computers or network, nor the functionality or quality of content produced from the Makerspace Cart.
4. Computers and the library network may not be used to illegally upload, download, or copy copyrighted materials including software, music, videos, and graphics. This includes the use of online services that facilitate the unlicensed sharing of media files. Duplication of commercial CDs or DVDs is not permitted unless allowed by law.

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