

Title: <b>Makerspace Policy and Guidelines</b> Chapter: <b>Services</b> Approved By: <b>Library Board of Trustees</b>	Document Type: <b>Policy</b> Document Number: <b>10.18</b> Original Effective Date: <b>5/19/2016</b> Date of Last Revision: <b>5/19/2016</b>
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## **Makerspace Policy and Guidelines**

### **Purpose**

The Makerspace extends the commitments of our Vision, to Enrich, Educate, Connect, Create, and Inspire, into the world of making by providing open access to a wide variety of equipment and tools and by offering classes and programs for guided exploration. The Makerspace will fulfill the following purposes:

- To facilitate the exploration of new technology, which will help participants gain practical skills and experience with that technology.
- To encourage participants to utilize their creative and “maker” skills as they create new things.
- To encourage collaboration, the sharing of skills/knowledge, and social connections among participants.

### **Usage Policy**

Mead Public Library’s Code of Conduct and Acceptable Use Guidelines (Internet) apply to the Makerspace. A signed Makerspace Acknowledgment of Risk and Release form is required of all users and visitors to the Makerspace. Exception is given to individuals or groups on staff-led tours of the space or in library-led programs.

Equipment and tools in the Makerspace are available at no charge to all community members with a valid photo ID, generally on a first come, first served basis during hours when programs are not scheduled in the space. Independent use of tools and equipment during classes or programs is prohibited without prior authorization by staff.

Use of the Makerspace equipment and tools are free and users are welcome to bring in staff-approved consumable materials for use with the equipment and tools, except the 3D printers. During library programs, Mead Public Library may provide consumable materials free of charge, as available. Please consult with staff about the availability of consumable material before planning a project.

Users (or if minors, their parents/guardians) are responsible for any fees incurred for loss or damage to Mead Public Library property, not associated with normal wear and tear, that is the result of inappropriate or unauthorized use of tools, equipment, or consumable materials, or for clean-up of the tools, equipment or the space. Mead Public Library is not responsible for any damage to, or loss or theft of, users’ personal property including electronic files left on Mead Public Library computers.

At its discretion, staff reserves the right to disallow the use of any tools, equipment, or consumable materials, or to halt, delete, or disallow the creation of items that violate any library policy. Projects must be approved by staff prior to use of 3D printers to ensure that proper file format, size and materials are being used. Approval to use the Makerspace does not constitute endorsement by Mead Public Library of the uses to which the space is put or the products produced therein.

## **General Conditions of Use**

Participants may use Makerspace supplies and equipment in the following ways:

1. As part of a program or workshop
  - These workshops will involve all participants working on the same project or activity and will generally not require advanced technological skills or potentially dangerous processes/materials. Therefore, these participants will not need to have a signed Release on file.
2. During a “drop-in” lab time
  - The Library will strive to hold at least two “drop-in” times each month, during which times library staff will be available to assist users with the materials and equipment.
3. On their own
  - The Makerspace will be available for independent use during all hours the library is open and when no other program is scheduled. However, library staff members will not be available to assist during these times. Therefore, this option is best for participants that are comfortable with using the Makerspace equipment and supplies independently.

## **Guidelines for Use**

- All users and visitors must agree to and sign the Acknowledgment of Risk and Release form before entering the space. Exception is given to individuals or groups on staff-led tours of the space or in library-led programs.
- Minors (under 18) must have a parent/ adult guardian agree to and sign the Acknowledgment of Risk and Release form before entering the space.
- All users must have a valid photo ID and must check in with a staff member when entering the space to work.
- Users under the age of 14 must be supervised by parent, adult guardian (18 or older), or teacher at all times.
- Parent, adult guardian, or teacher supervision and involvement are encouraged for all minors over the age of 14.

## **Safety Guidelines**

- Safety gear is required for use of some tools and equipment. All safety gear must be worn as appropriate. Mead Public Library provides access to safety gear while in the space.
- Unsafe behavior is not permitted. Users are encouraged to report any unsafe behavior observed in the space to a staff member.
- Covered, non-alcoholic drinks are allowed in the space. Food is prohibited unless otherwise approved by staff.

## **Tool and Material Donation Guidelines**

Mead Public Library accepts new or gently used donations of the following items by appointment:

- Tools in clean and good working condition
- Consumable material that is relevant to programs being offered in the space

Donations are greatly appreciated. Staff reserves the right to decline donations as well as remove those that no longer support makerspace activities.