

MAKERSPACE POLICY

The Alice M. Farr Library (AMFL) Makerspace is designed to be a collaborative space equipped with a variety of tools, equipment, materials, computers, and other resources where individuals can gain and practice skills that they could not obtain otherwise. This space is where a community of creative-minded people (makers) can make all kinds of things (AKA a Makerspace). Makerspaces are hubs for creativity and entrepreneurship. They can be the launch pad of new ideas and inventions. AMFL's equipment is intended to further our overall goal of promoting a lifetime of learning and literacy. The focus of this space is to create, invent, tinker, explore, and discover.

Guidelines for Use

- A. AMFL staff reserve the right to refuse the creation of any object. The public will not be permitted to use AMFL's equipment to create or manipulate objects that are:
 - 1. Weaponry or parts of weaponry of any kind.
 - 2. Prohibited by local, state, or federal law.
 - 3. Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others.
 - 4. Deemed to be offensive or inappropriate in a public setting, as determined by staff.
 - 5. In violation of another's intellectual property rights; for example, the equipment may not be used to reproduce material that is subject to copyright, patent, or trademark protection. Makers will follow all applicable intellectual property laws, including copyright laws.
- B. The library reserves the right to deny Makerspace access if a patron violates any part of the library's policies, or for any other misuse of the space, as determined by library staff. AMFL reserves the right to remove from the Makerspace any persons who are in violation of the AMFL Makerspace policies.
- C. Hours of operation will be posted and subject to change depending on availability of qualified/trained staff, programming needs, etc.
- D. To reserve equipment, interested parties can contact the library to set up a mutually agreeable time with the librarian.
- E. Commercial or large-scale production use of the Makerspace equipment is not allowed. In practical terms: do not use the equipment to create more than 5 copies of a project (that you intend to sell, distribute, or use).
- F. Use of the Makerspace requires an AMFL card in good standing. Minor children must have their own card, or the parent or guardian must have a card; all in good standing.
- G. Makers must sign a waiver and must follow all equipment safety procedures and protocols, the manufacturer's instruction manual, and posted safety notices. By using the Makerspace and signing the Makerspace Waiver, the patron acknowledges the inherent risks in the use of tools, equipment, devices, and hazardous materials of any kind commonly used in electronics, construction, fabrication, software design, and other technology-related activities and/or use of the Alice M. Farr Library's Makerspace may result in injury, illness, death, or damage to the patron or patron's personal property.

- H. All children under the age of 18 must have a waiver signed by the child and the parent or guardian before using the Makerspace. Children 11 years of age and under must be supervised by a parent or guardian while in the Makerspace.
- I. Makers must report all injuries or accidents to a staff member at the time of the incident.
- J. Makers will remain in the makerspace while equipment is in use.
- K. AMFL and AMFL staff members are not responsible (or liable) for lost or damaged files, data, software errors, and/or hardware errors. Patrons are responsible for having their own method of external storage (USB Flash Drive, Cloud Storage, etc.) for digital creations. All files created are automatically erased once computers are rebooted. The library is not responsible for equipment or files (digital or print) left behind by patrons.
- L. Makers will not modify hardware or software or install new programs on Makerspace computers.
- M. Makers are responsible for the cost of repairs, replacement, or damage that occur during use of the equipment.
- N. Makers are responsible for paying for all use and material costs associated with the use of the Makerspace, even if the project attempted fails or does not complete.
- O. Patrons are not allowed to have food, gum, or uncovered drinks in the Makerspace.
- P. Materials supplied by the Makerspace user must be approved by a librarian prior to use. Some equipment requires library supplied materials. Check with librarian for current costs/fees of library-supplied materials. Library supplied materials must be paid for before use in the Makerspace. The library is not responsible for the quality of the print and/or any defects in the quality of the print. No refunds will be issued.
- Q. The Alice M. Farr Library is not responsible for any projects or materials left behind, including unattended 3D printing projects. Library staff may terminate 3D prints that lack approval for extended runtimes or show signs of potential failure.