

The Marshall County Public Library provides open access to all forms of educational, cultural and recreational information, which includes ideas and the free expression of all points of view. To ensure these principles are accessible to the community, MCPL features a Makerspace, which is a public workshop dedicated to hands-on learning and creating for multiple ages. Makerspaces offer a wide variety of cutting-edge and traditional equipment and tools, as well as classes and programs for guided exploration. Patrons wishing to use the Makerspace, or any equipment contained within it, must read and sign this policy before they may use it. The Library reserves the right to deny Makerspace access if a patron violates any part of the Makerspace policy, or for any other misuse of the space, as determined by Library staff.

### **Guidelines:**

- Patrons must have a current Marshall County Public Library card to use the Makerspace.
- Patrons being trained must read and sign the Library's Makerspace liability waiver and this policy.
- Patrons must follow all safety guidelines and exercise caution with all Makerspace equipment and materials.
- If the Makerspace or its equipment is found to be damaged or missing when a patron is finished using it, that patron may be subject to a fee.
- Be respectful of other patrons, and do not disrupt someone's work. Be sure to clean your work area and power off any equipment used, before leaving.
- Patrons will not modify the Makerspace equipment's hardware or software, including the Makerspace pcs.
- Patrons may use the Makerspace equipment that they have been trained on, independently. Patrons of the ages 16 and 17 may use the Makerspace equipment they have been trained on, with the supervision of an adult at all times. The library will not train any child under 16 on equipment. Patrons under 16 may be in the Makerspace if supervised by an adult at all times.
- It is not recommended for children under 10 to be in the Makerspace without an additional adult to supervise.
- The Library is not responsible for any injuries caused by improper use of equipment.
- The Library is not responsible for any damage to a patron's materials or files, or for any manufacturing defects.
- No food or drinks are allowed in the Makerspace.
- When reserving the Makerspace or its equipment, scheduled Library programs have priority, followed by patrons who have made a reservation ahead of time. If the Makerspace room or its equipment is available, reservations will be made on a first-come, first-served basis.

### **Usage:**

- The Library's Makerspace may be used only for lawful purposes. The public is prohibited from using the Makerspace equipment to create material that is:
  - a. Prohibited by local, state, or federal law.
  - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others (such use may violate the terms of use of the manufacturer).
  - c. Obscene, offensive, or otherwise inappropriate for the Library environment.
  - d. 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.

**Procedure:**

- Some equipment will require training before a patron may use it. To be trained how to use such equipment, a patron should schedule a training session with Library staff. The Library will keep a record of which pieces of equipment each patron is trained to use.
- Once a patron is trained on how to use a piece of equipment, he/she may use it independently by reserving that specific piece of equipment.
- In order to ensure equal access for all, patrons may reserve and use up to two pieces of equipment at a time.
- Patrons may bring their own materials to use with Makerspace equipment if they wish. When doing so, patrons should show the material to Library staff before using it so they can make sure it can be used safely with that particular piece of equipment.
- Makerspace tools and devices are free to use. Materials may be available to purchase at-cost.
- Entrances to the Makerspace will be locked at all times.
- Library staff will be happy to assist users of the Makerspace as time permits. The Library staff has limited availability to provide this assistance on demand.
- Makerspace Equipment may not be left unattended while it is in use, with exception of the 3D printers; a trained patron must stay with it while in use.
- The Makerspace will be closed and locked 15 minutes before the Library closes. Please make sure your work is completed, all equipment is turned off and your work area is cleaned before this time.
- Any work saved on Library computers will be deleted once the computer is turned off and cannot be recovered.
- If Makerspace tools or equipment break, or if any accidents occur while using the Makerspace, let Library staff know immediately.

**Makerspace Agreement:**

By signing this Policy, I indicate that I understand the terms of this Policy and Procedure and agree to abide by it when using the equipment.

\_\_\_\_\_  
Patron's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian's Signature (If patron is under 18 years old)

\_\_\_\_\_  
Date