

Kaubisch Memorial Public Library Makerspace Policy

The Kaubisch Memorial Public Library provides a makerspace for public use. The use of the Makerspace is governed by the following policies and procedures.

Patrons wishing to use the Makerspace, or any equipment contained within it, must read this policy and sign a liability waiver before they may do so.

1. The Makerspace may only be used 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 wellbeing of others (such use may violate the terms of use of the manufacturer);
 - c. Obscene 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
 - e. The Makerspace services are not intended for production or manufacturing, and the library reserves the right to refuse projects creating large numbers of identical objects.
2. The library reserves the right to halt, delete, or disallow the creation of items that violate Library policies, including the creation of weapons, obscene materials, or illegal items.
3. Patrons must have a valid Kaubisch Library card to use the Makerspace.
4. Patrons aged 13 and up may use the Makerspace independently. Patrons aged 12 and under may use the Makerspace if supervised by an adult at all times.
5. Patrons must attend a mandatory safety and training class in order to use the laser cutter/engraver, 3D printer, vinyl printer, and any future tools/equipment acquired by the library that are determined to require training.
 - a. Each piece of equipment has separate training focusing specifically on that equipment. Afterwards the patron's training will be on file.
 - b. Patrons may not use equipment until training has been completed.
 - c. Patrons must attend these training sessions in person.
6. When using a tool that does not require specific training, the patron is certifying that they are capable of using that tool or equipment in a safe and proper manner.

7. Makerspace equipment may not be left unattended while in use; a patron aged 13 or older must stay with it at all times.
8. The library is not responsible for personal property or files.
9. Any accidents, including damage to any property, must be reported immediately.
10. Food and drink are not permitted in the Makerspace.
11. The library seeks to recoup material costs by charging fees based on material and machine maintenance costs. These fees are subject to change. Please consult the fee schedule for current rates.
12. Only library-provided materials may be used in Makerspace equipment, unless approved by a staff member. This is to reduce the risk of damage to machines or harm to patrons within the Makerspace.
13. The patron is responsible to pay any costs for use of machines, materials, and supplies provided by the library, and for all loss or damage to property or clean-up expenses.
14. The library is not responsible if a project is destroyed, does not print correctly, or does not work. The patron understands that the library is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied by the library.
15. Patrons will not modify the Makerspace's hardware or software, or install new programs onto the computers.
16. Library equipment cannot be removed from the Makerspace.
17. The library reserves the right to display photographs of printed objects on the library's website and social media. Special consideration for patent or copyright reasons will be considered by the Library Director.
18. The library reserves the right to deny Makerspace access if a patron violates any part of this policy or any other policy, or for any other misuse of the space, as determined by library staff.
19. The library is not responsible for any injuries caused by the improper use of equipment.

PROCEDURES

1. The Makerspace closes 15 minutes before the Library closes.
2. Patrons must check in with the designated staff member on duty, using proper ID, and sign in each time they use the Makerspace.
3. Patrons are expected to clean up after themselves, including returning hardware and supplies to the proper storage area.
4. When machines are out of order, staff will attempt to contact patrons with reservations. This courtesy cannot be guaranteed.
6. Reservations are suggested for the following equipment:

Equipment Daily *Maximum* Reservation Limit

3D Printer 2 hours

Laser Cutter/Engraver 2 hours

Recording Studio 2 hours

Digital Conversion Station 2 hours

Photo Editing Station 2 hours

7. Reservations may be extended at staff discretion if there is no waiting list.
8. There is a 15-minute grace period before reservations are canceled.
9. When reserving Makerspace equipment, scheduled Library programs have priority, followed by patrons who have made a reservation ahead of time. If the equipment is not reserved, it will be made available on a first-come, first-served basis, subject to staff availability.
10. Any work saved on Library computers will be deleted once the computer is turned off and cannot be recovered. Patrons must save their files to an external storage device or online storage location.
11. This space is provided to promote creativity, innovation, and technology education. The Library encourages patrons to learn new skill sets in this space but does not promote running cottage industries due to extensive use and wear and tear on community equipment.

The Library reserves the right to change this policy at any time.

Approved by Library Board of Trustees December 7, 2023