



Makerspace Policy

Purpose

The Carroll Public Library provides the Makerspace for use in library sponsored or co-sponsored programs in accordance with the Library's mission and vision statements. When not in use for library-sponsored activities, the space and equipment are available to individuals and non-profit groups in activities, as approved by library staff.

The Library offers community access to new and emerging technologies such as a 3D printer and other equipment which inspires interest in creativity, design, STEAM activities, and assists users in bringing their creations to life. These guidelines establish a processes for public use of the equipment located with the Carroll Public Library Makerspace area.

Makerspace Usage Guidelines

- Primary use of the Makerspace is intended for library sponsored activities and programs.
- Independent users of the Makerspace and equipment under 15 years of age must be supervised by an adult, 18 years or older. Patrons accounts must be in good standing in order to use the Makerspace.
- A completed Makerspace User Agreement will be required prior to use of the Makerspace equipment. In order to complete a User Agreement, a valid Carroll Public Library card must be presented to library staff at the Circulation Desk. A User Agreement form is attached at the end of this Policy.
- Use of the Makerspace is subject to this policy, the User Agreement, 3D Printer Policy, Patron Conduct Policy, and any other applicable library policies, procedures, and staff direction. Failure to abide by all applicable policies, procedures, and staff direction will result in suspension or loss of Makerspace privileges.
- Each piece of equipment for public use in the Makerspace will have its own "Equipment Use Guidelines". Users may be required to complete basic training on a piece of equipment and agree to specified user guidelines. Training may be offered online or on-site, depending on availability.
- Library staff will assist patrons using the Makerspace to the extent that time, other duties, and patron demands will allow.
- All equipment in the Makerspace must remain in the Makerspace. The Makerspace computer and equipment located in the Makerspace are intended for patrons utilizing the specialized Makerspace software programs, and are designated as such. The library

reserves the right to reassign patrons to other computers in the library if they are not utilizing the Makerspace computer or equipment for their intended purpose.

- Makerspace equipment cannot be used to create items intended for sale, commercial use, items that could be construed as weapons, or in violation of law. The Library reserves the right to halt, delete, or otherwise disallow the creation of items (in-whole or in-part) that violate this or other library policies.
- User reservations will be considered on a first-come, first-served basis. Cancellations for the Makerspace should be made promptly. Failure to do so may result in loss of library privileges.
- Users agree to be courteous to other Makerspace users, patrons, and staff.
- Some equipment in the Makerspace may require a materials charge or the Library may require the user to provide consumable supplies needed for independent use of Makerspace equipment.
- The Makerspace closes 30 minutes before the library closes. All work and clean-up in the Makerspace must be completed no later than 30 minutes before the Library closes. Equipment, programs, projects, etc., cannot be left running or suspended while the Makerspace is closed.
- The library assumes no responsibility for patron projects, whether completed or not. Neither the Library Board, staff, nor the City of Carroll will be responsible for the property of individuals or organizations using the Makerspace, or take responsibility for storage of materials, plans, files, etc.

Permission to use the Makerspace, or materials created within it, does not imply support of the user's opinions or views by the Library Board of Trustees, library staff, or the City of Carroll. The Library Director, or their designee, is authorized to administer these guidelines.

safety

- Some of the equipment located in the Makerspace may contain aspects, parts, or components that could cause injury to the user. Patrons are responsible for the following all Makerspace rules and safety recommendations. Patrons should use common sense when operating all Makerspace equipment and using all Makerspace equipment.
- The Library is not responsible for loss or damage to the person or property of individuals or organizations using the Makerspace. Patrons assume the risk of any injury while using the Makerspace and agree to release, indemnify and hold the library harmless from any claims for personal injury, property damage, or any other loss in connection with the use of the Makerspace, including the equipment, tools, and materials located there.
- Individuals reserving the Makerspace may be responsible for damage to library equipment of the physical space which occurs during the reservation time. Damage and replacement costs will be determined by library staff.

Food and Beverages

- Covered beverages are allowed inside the Makerspace. No food is allowed within the Makerspace with the exception of library-sponsored events. Beverages are not permitted where noted.

Library address, endorsement

- No organization, without the permission of the Library Director, may list the address of the Carroll Public Library as its official address. Groups may not use the Carroll Public Library name or logo in any way that implies Library endorsement or sponsorship of any non-sponsored activities.

Adopted 12/16/2019

Makerspace User Agreement

Name: _____ Date: _____

Address: _____ Phone No.: _____

Library Card Number: _____

I, _____ (full name), have read the Carroll Public Library Makerspace Policy and this User Agreement, and agree to follow all rules, policies, procedures, and restrictions relating to use of the Makerspace. I understand that these rules, policies, procedures, and restrictions may change at any time without notice and that I will make myself aware of all changes or modifications of said rules, policies, procedures, and restrictions.

I agree that by signing this Agreement and/or utilizing the Makerspace, I acknowledge that substantial benefits are to be enjoyed by such use and I also acknowledge that use of the Makerspace involves risk of harm, including personal injury, property damage, and even death, which I fully assume. I accept as sufficient the level of care and supervision provided by the Library for the Makerspace, and if I am signing this User Agreement for my minor child or ward, that permission is hereby given for my minor child or ward to use the Makerspace, and that I or the adult that I assign to supervise my minor child or ward are responsible for the safety of my minor child or ward while using the Makerspace.

I and my spouse, heirs, legal representatives and assigns hereby absolve, release, and covenant not to sue the Library, the City of Carroll, and their respective employees, elected and appointed officials, and their officers, volunteers, insurers and administrators (“Releasees”) from all claims, actions, causes of action, demands, and rights whatsoever, currently known or unknown, which may arise in connection with or which is in any way related to the use of the Makerspace by me or my child or ward.

I also agree to defend, indemnify, and hold harmless the Releasees from and against any claim, loss, or damage whatsoever, including attorney fees and expenses, that arise out of or are in any way related to the use of the Makerspace by me or my minor child or ward.

I also agree that I am financially responsible for any and all damage done to Makerspace equipment which is caused by me or my minor child or ward. I understand that I am responsible for and agree to pay the repair and replacement costs of the equipment resulting from such actions.

I agree to pay for any and all material fees involved in my or my minor child or ward’s use of the Makerspace. Material fees will be posted within the Makerspace and Circulation Desk.

The above applies every time I or my minor or ward uses the Makerspace.

Signature: _____ Date: _____

