

CARROLL PUBLIC LIBRARY MAKER SPACE POLICY



Purpose:

The Carroll Public Library provides the Maker Space 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 process for public use of the equipment located with the Carroll Public Library's Maker Space area.

Maker Space Usage Guidelines:

Primary use of the Maker Space is intended for library sponsored activities and programs.

Independent users of the Maker Space and equipment under 15 years of age must be supervised by an adult, 18 years or older.

Use of the Maker Space is subject to this policy, 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 Maker Space privileges.

Library staff will assist patrons using the Maker Space to the extent that time, other duties, and patron demands will allow.

All equipment in the Maker Space must remain in the Maker Space. The Maker Space computer and equipment located in the Maker Space are intended for patrons utilizing the specialized Maker Space 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 Maker Space computer or equipment for their intended purpose.

Maker Space 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 Maker Space should be made promptly.

Users agree to be courteous to other Maker Space users, patrons, and staff.

Some equipment in the Maker Space may require a materials charge or the library may require the user to provide consumable supplies needed for independent use of Maker Space equipment.

The Maker Space closes 30 minutes before the library closes. All work and clean-up in the Maker Space must be completed no later than 30 minutes before the library closes. Equipment, programs, projects, etc., cannot be left running or suspended while the Maker Space 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 Maker Space, or take responsibility for storage of materials, plans, files, etc.

Permission to use the Maker Space, 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 Maker Space may contain aspects, parts, or components that could cause injury to the user. Patrons are responsible for the following all Maker Space rules and safety recommendations. Patrons should use common sense when operating all Maker Space equipment and using all Maker Space equipment.

The library is not responsible for loss or damage to the person or property of individuals or organizations using the Maker Space. Patrons assume the risk of any injury while using the Maker Space 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 Maker Space, including the equipment, tools, and materials located there.

Individuals reserving the Maker Space 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.

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

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