

Makerspace Policy

Eligibility for Use of the Makerspace

Makerspace use is available to all library patrons ages 18 and older by appointment. Use of the makerspace without direct staff supervision will only be allowed after full training by staff. Those under the age of 18 are allowed in the Makerspace under the supervision of a trained adult, and may only be allowed to utilize any equipment with permission from library staff.

All users must sign a Makerspace Use Agreement And Release Of Liability. If the user is under the age of 18, the Makerspace Use Agreement And Release Of Liability must also be signed by a user's legal guardian.

All users must follow all instructions given by library staff and safety guidance while utilizing the Makerspace. Any failure to comply with the Makerspace policy or direction of staff shall result in loss of Makerspace privileges.

Rules of Use

Safety:

1. All library and equipment safety guidelines must be followed at all times. The library reserves the right to end a Makerspace session at any time, for any activity library staff believe may jeopardize the safety of library patrons, staff, or property.
2. Each piece of equipment will require specific training and knowledge to utilize. Patrons may not utilize or reserve any piece of equipment without instruction and training from library staff. Training to use a piece of equipment must be scheduled and completed as a separate appointment.
3. Makerspace equipment may not be left unattended while in use.
4. Minors may not be in the Makerspace unless accompanied by an adult.
5. Only eight concurrent users may be in the Makerspace at a time.
6. Any accidents, including damage to library property, must be reported immediately.
7. Food and drink are not permitted in the Makerspace.
8. Patrons will not modify any equipment, hardware, or software in the Makerspace; this includes installing new programs onto library equipment.
9. The library is not responsible for any injuries caused by the improper use of equipment.

Materials and Supplies:

1. Only library-approved materials may be used in the Makerspace equipment.
2. The library may provide a limited selection of materials available for purchase that are pre-approved for use with the Makerspace equipment. For certain pieces of equipment, such as the 3D printer, users must purchase and use library-supplied materials.
3. Staff must approve all patron-supplied materials before use in equipment to reduce the risk of damage to machines or harm to patrons within the Makerspace.
4. All costs for library-supplied materials will be based on the amount the library originally paid for the materials at time of purchase.
5. The Library reserves the right to place a limit on mass production of projects and may deny files based on supplies.

Limitations on Use:

1. The Makerspace may only be reserved for a period of no more than 3 hours at a time. Users must be able to setup, run, and cleanup after their projects within that time period.
2. Makerspace users may only reserve the Makerspace twice each month. Training appointments are excluded from this limit.
3. 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. Items or images that are obscene or sexual in nature
 - c. Items which may be utilized as a weapon
 - d. Unsafe, harmful, dangerous, or poses an immediate threat to the wellbeing of others
 - e. In violation of another's intellectual property rights. Equipment may not be used to reproduce material that is subject to copyright, patent, or trademark protection
4. The Makerspace is intended for educational and recreational use.
5. Commercially, the Makerspace may only be used for the purpose of developing prototypes. The Makerspace may not be used for production of commercial goods, including the production of promotional, instructional, or decorative materials intended to be used in conjunction with or for a business or commercial product.
6. Projects cannot be left running or suspended while the Makerspace is closed.
7. Users may not save or store any personal tools, materials, projects, or computer files within the Makerspace before, after, or in between reservations.

Other Rules:

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1. Makerspace reservations must be made at least one day prior to use and no more than thirty days in advance. Makerspace and staff availability is limited, and we may not be able to accommodate all appointment requests. A user who does not show up to their reservation without informing the library may not reserve the Makerspace again for a period of six months.
2. Library staff will not design or create projects for you. If assistance is needed, users may schedule a consultation appointment with library staff about a specific project as staff time allows.
3. Patrons must return tools to their original location in a clean state, as well as clean the equipment and Makerspace before departing.
4. The library is not responsible for loss or damage to personal property or files.
5. The library is not responsible if a project is destroyed, does not print correctly, or does not work.
6. 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.
7. Library equipment cannot be removed from the Makerspace.
8. The library reserves the right to deny Makerspace access if a patron violates any part of the Makerspace or any other library policy, or for any other misuse of the space, as determined by library staff.

Appointments

The Makerspace will be available to patrons by appointment and as library staffing allows. Patrons are required to check-in with assigned library staff prior to using equipment in the Makerspace. Each session of use will require a Makerspace Use Agreement And Release Of Liability form be completed by the patron utilizing the space and equipment.

Library staff will review and approve projects prior to the start of a project and reserves the right to deny a project for any violation of this policy. The library assumes no responsibility for projects that are unable to be completed within this scheduled appointment time frame. Patrons are responsible for all use and material costs associated with incomplete projects.

The library does not guarantee the availability of any equipment in the Makerspace.

Indemnification and Disclaimer of Liability

Indemnification: By using the library's Makerspace equipment and/or services, you agree to release from, indemnify, and hold harmless the Portneuf District Library, its officers, employees, board members, agents, and representatives from and against any and all suits,

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claims, damages, losses, expenses (including reasonable attorney's fees), settlements, and judgments arising out of or relating to your use of equipment and services, including, without limitation, any claims for personal injury and infringement or misappropriation of any copyright, trademark, or patent.

Disclaimer of Liability and Warranty: By using the library's Makerspace equipment and services, you agree to assume the risk of, and acknowledge that the Portneuf District Library disclaims all liability for, any and all injuries resulting from use of equipment and/or items created using equipment owned by the library. You also agree that objects produced may contain certain inherent weaknesses and limitations and may not be suitable for all applications, including, without limitation, those for which they are designed and intended. You further agree to assume the risk of, and acknowledge that the Portneuf District Library disclaims all liability for, damages or claims for infringement of intellectual property rights arising from your use of the library's Makerspace services.