

Town Hall Library

Makerspace Policy

- I. Purpose
- II. Guidelines
- III. Appendix A: User agreement and release of liability form for Makerspace room

I. PURPOSE

The purpose of Makerspace is to provide a gathering place for all ages to create, invent, tinker, learn, explore, transform and discover using a variety of tools and materials. Makerspace strives to provide access to information and various technologies to enhance professional, personal and educational goals for all ages.

II. Guidelines for usage of Makerspace

- A. The Town Hall Library shall make Makerspace available on equal terms to all patrons in the community provided they have a valid CAFÉ library card from Bridges Library System. To use makerspace, all users must read and sign the Makerspace policy, stating that they will abide by the rules and regulations or risk not being permitted to the space. Adherence to all library policies is required and will be strictly enforced.
- B. The purpose of Makerspace is to encourage do-it-yourself projects. It is highly advised that the user review instructional materials prior to using the equipment. While library staff may provide brief assistance in the use of the equipment, staff assistance will be limited.
- C. Equipment is available on first come first served basis unless previously reserved. Users may reserve up to one week in advance for a maximum of two hours per day per user. Users may stay longer if there is no demand for the equipment at the end of their time slot. Reservations can be made in person, by phone (262-966-2933), or by emailing Youth Services at thlslrp@gmail.com.
- D. Minors (17 years of age and under) are required to obtain their parent's or guardian's permission for the usage of Makerspace through the completion of the User Agreement and Release Liability Form (Appendix A). Middle school children and younger must be accompanied by a parent, adult guardian (18 years or older), or a teacher who must remain with the user while using Makerspace.
- E. Makerspace shall solely be used for individual pursuits and may not be used for the purpose of fund raising, commercial, profit, or business use. Please

note that copyright laws prohibit the reproduction of copyrighted materials. While respecting the individual user's right to privacy, library staff may monitor use of library's public computers and Internet Access Policy and the library's Confidentiality Policy. Misuse or abuse of Makerspace equipment or policies may result in suspension of privileges.

- F. Users shall not use the library's name, address, telephone number, or website as the address or headquarters of any such business which might use or promote Makerspace equipment.
- G. No food or drinks will be allowed inside of Makerspace room.
- H. Makerspace room must be left in a neat and orderly condition after use.
- I. Maximum room capacity is 10 at one time.
- J. Use of equipment and tools are free and users are welcome to bring in approved consumable materials for use with the equipment and tools, except the 3D printers. During library programs, Town Hall Library may provide consumable materials free of charge, as available. Please consult staff about the availability of consumable materials before planning a project.
- K. Projects using the 3D Printer must be pre-approved by staff prior to use to ensure proper file format, size and materials. Staff reserves the right to deny the use of tools, equipment, or consumable materials, or halt, delete or cancel the creation of items that violate any library policy. 3D printing objects that require a longer printing time may be picked up by the patron at a later time.
- L. The Library Director may deny permission to use Makerspace to any user that violates this policy or any library policies. Town Hall Library staff is authorized to enforce these policies.
- M. Please note that the interior and exterior of Makerspace is under video surveillance.
- N. Appendix A includes a User Agreement and Release Liability Form that releases Town Hall Library and others related to it from liability for personal injuries and other losses resulting from the use of Makerspace facilities and equipment.

Appendix A:

User Agreement and Release of Liability Form for Makerspace

- A. The user assumes responsibility for any damage to Makerspace, its content, and/or its equipment resulting directly or indirectly from the conduct of any member of their party.
- B. The user acknowledges there may be risk in using Makerspace facilities and its equipment and therefore assumes all risk for loss, or injury using Makerspace and its equipment. The user releases the Town of Merton, Town Hall Library, their employees and agents from any and all liability for damage, loss or injury.

Printed Name:	Library Card Number
If a minor: Age:	
Printed Street	Printed City, State, Zip:
Phone:	Printed Email:
I have read & understand the Makerspace Policy. Please sign below (signature) _____	Date: _____
Printed Name of Parent/ Guardian: _____	Signature of Parent/Guardian: _____

<i>For Staff Use Only:</i>	
-----------------------------------	--