

## **Makerspace Policy & Procedures**

***Approved: January 26, 2017***

### **Welcome to Petoskey District Library's Makerspace!**

Please read and follow this policy and guidelines.

*It is the policy of the Petoskey District Library (PDL) Board of Trustees to promote creativity, ingenuity, and entrepreneurship. The Makerspace supports lifelong learning and realization of ideas in a new way through hands-on creation and technology.*

### **Guidelines for Use**

1. Tools and equipment are available to makers on a first come, first served basis.
2. Tools used in the space must be returned by the maker to their original location in a clean state. The workspace also needs to be cleaned before the maker leaves.
3. PDL is only able to provide free consumable materials on a limited basis. The maker agrees to avoid wasting supplies and materials.
4. PDL does not accept responsibility if a project is destroyed, does not print correctly, or does not work.
5. PDL is not responsible for equipment or files left behind.
6. PDL reserves the right to halt, delete, or disallow the creation of items that violate PDL policy, including the creation of weapons, pornography, or illegal items.
7. Only library computers may be connected to library machines.
8. Some tools require specific safety gear the use of which is described in certification training. All safety gear must be worn as appropriate.
9. PDL's Code of Conduct and Internet Use Policy apply to the Makerspace.
10. Library staff will provide very limited assistance in using the equipment and software or transporting of supplies, equipment, or furniture to and from the Makerspace.
11. Your use of the Makerspace signifies your agreement with this policy and guidelines.

### **Requirements & Costs**

1. Makerspace Use and Release Agreement must be signed by all makers prior to using the Makerspace.
2. Makers aged 13-17 may use the Makerspace without adult supervision.
3. Children under the age of 13 must have a parent, or legal guardian sign the Makerspace Use and Release Agreement and must be accompanied and supervised by a responsible adult while using the Makerspace.



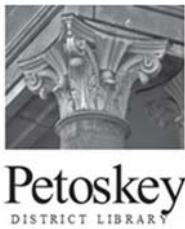
## Makerspace Policy & Procedures

*Approved: January 26, 2017*

4. All makers must participate in mandatory, in person, certification training in order to use certain tools; they may not use these tools until certification training has been complete, as confirmed by PDL staff.
5. When using a tool that does not require certification, the maker is certifying that he/she is capable of using that item in a safe and proper manner.
6. Staff is available to assist in explaining operation of tools and equipment as time allows, and will make available upon request materials such as manuals.
7. Makers with disabilities who need special arrangements or accommodations are requested to notify staff as far in advance as possible before their expected time of use.
8. Makers may bring in his/her own materials, but staff must approve all user-supplied materials before they are used on equipment. PDL staff reserve the right to disapprove certain materials, tools, etc., in their discretion.
9. PDL supplies materials for the 3D printers, button maker, and the photo printer. The fee for 3D printing is \$1.00 per print, plus 10cents / gram, over 10 grams; the fee for the button maker is the first ten buttons are free and all buttons over ten are 10¢ per button; and the fee for the photo printing is 50¢ per print.

### **Safety Guidelines**

1. Certain items may require hair and any dangling items, like jewelry, to be secured or covered before use.
2. If a maker sees that any tool or piece of equipment is unsafe or in a state of disrepair, the maker must immediately discontinue use of the tool and notify PDL staff.
3. The maker must report to a staff member any accident or incident that occurs and if unsafe behavior is witnessed, that behavior should be reported to a staff member at the time of the incident.
4. Projects and materials may be subject to approval by staff prior to use of machinery.



## Makerspace Policy & Procedures

*Approved: January 26, 2017*

### Use and Release Agreement

You are required to read the following information very carefully and make sure that you understand it fully and sign it before using the Petoskey District Library's Makerspace or participating in a program in the Makerspace.

I, \_\_\_\_\_, agree to abide by the Petoskey District Library Policies. I am fully aware that participation in the Makerspace may result in risk of personal injury or harm. In consideration of being granted the opportunity to participate, I hereby agree to release and hold harmless the Petoskey District Library, its officers, employees, volunteers, committees and boards, from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law.

This indemnification and hold harmless agreement shall include indemnity against all costs (including without limitation, reasonable attorney's fees and court costs), expenses and liabilities incurred in or in connection with any such claim or proceeding brought thereon and in defense thereof.

I certify that I have been properly trained on the use of the following equipment and agree to follow proper use and safety guidelines:

Equipment:	Initial/date when training complete:
_____ Soldering irons	_____
_____ Sewing Machines	_____
_____ 3D printer	_____
_____ Button maker	_____

I have read and understand this release, indemnification and hold harmless form & I voluntarily sign it.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name - if child above is under 18

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Telephone #