



Policy Type: **Operational**

Policy Number: **OP-14**

Signature:

Last Review/Revision Date: **May 2024**

Year of Next Review: **2028**

Makerspace and Digitization Policy

Purpose:

1.0 Our Makerspace is a collaborative workspace where patrons can create, invent, and learn using various tools and equipment. To ensure a safe and productive environment for all users, we have established the following policy guidelines.

2.0 Makerspace Use:

2.1 The Makerspace is open to all library patrons during designated hours of operation. Patrons must check in with library staff before accessing the Makerspace.

2.2 Patrons are expected to use all equipment responsibly and safely. While assistance and guidance from library staff is available, patrons are primarily responsible for their projects.

2.3 Library staff are available to provide assistance and guidance on how to use Makerspace equipment.

2.4 Children under the age of 14 must be accompanied and supervised by a parent or guardian at all times while using the Makerspace.

2.5 The makerspace may not be used to print weapons, weapon components, keys or materials that are subject to copyright.

2.6 Patrons are expected to maintain cleanliness in the Makerspace area. Please clean up after yourself and return all tools and equipment to their designated storage areas after use.

2.7 Patrons must treat all Makerspace equipment with care and respect. Any misuse or damage to equipment may result in suspension of Makerspace privileges.



2.7 Any charges incurred will be based on the current cost schedule.

2.8 If an error has occurred that is a result of our mistake, a reprint will be offered at no cost. Reprints must use the same file as was used in the original order, you are not entitled to submit any new file for the reprint. Any error caused/created by your design is not entitled to a free reprint.

2.9 The 3D printer is to be used by library staff only, patrons can submit a digital file for printing.

2.10 In submitting digital files for printing, the member agrees to assume all responsibility for, and shall not hold the Library responsible in, all matters related to patented, trademarked or copyrighted materials.

2.11 Items created in the MakerSpace that are not picked up within 14 days will become property of the Library.

2.12 Users must not attempt to alter or repair makerspace equipment.

2.13 Users are financially responsible for any damage caused to library equipment or property as a result of their negligence or misuse.

3.0 Project Drop Off

3.1 Patrons have the option to drop off projects for completion by library staff. A fee of \$30 per hour will be charged for makerspace projects and \$15 per movie and \$30 per hour for photos in addition to material charges. A minimum of one hour will be charged.

3.2 Patrons must provide clear instructions and deadlines for project completion when dropping off their projects. The library will make every effort to complete projects in a timely manner, but cannot guarantee specific turnaround times.

3.3 The library is not responsible for any damage or loss incurred during the completion of patron projects. Patrons assume all liability for materials and equipment used in their projects.



4.0 Policy Enforcement:

4.1 Patrons are expected to comply with all Makerspace policies and guidelines. Failure to comply may result in suspension or revocation of Makerspace privileges.

4.2 Library staff reserve the right to enforce Makerspace policies, intervene in unsafe practices, and deny access to patrons who pose a risk to themselves or others.

4.3 The library reserves the right to update Makerspace policies and guidelines as needed. Patrons will be notified of any changes via signage, the library website, or direct communication.

4.4 By using the Makerspace at the Marathon Public Library, patrons agree to abide by the policies and guidelines outlined above. We appreciate your cooperation in creating a safe and inclusive environment for all Makerspace users.