

## **Marion Public Library Makerspace Policy**

The Makerspace at the Marion Public Library is provided as a community resource to allow people to engage with technology, improve their digital skills, and be creative.

Patron Requirements 1. Makers must hold an MPL card in good standing. \*Maker will now be referred to as "Patron" 2. Patrons must complete a waiver and any required machine specific training before using or reserving makerspace equipment. 3. Patrons age 12-17 may use the makerspace alone, after having a parent or guardian sign a waiver with them. 4. Patrons must be at least 12 years old to be in makerspace areas. Exceptions may occur in cases of library staff-led programming specifically developed for younger patrons.

Reservations 1. Patrons may make reservations in person or over the phone. 2. Patrons are limited to one reservation per device, per day, up to four hours per reservation. 3. Reservations are held for 15 minutes. If you fail to show up, a walk-in can claim that reservation time slot. 4. Walk-ins are welcome on a first come, first served basis. Advance reservations take priority. 5. Patrons must check in at the Reference desk when they arrive for their reserved time slot.

Safety 1. Every Patron must complete training for each device. You must sign up for individual device training. Library staff will guide you through equipment specific, hands-on safety, operational training. Patrons may be required to watch training videos and answer questions before being able to use or reserve a device. 2. You may know how to use a tool and have undergone training in another makerspace, workplace or at home. Training completed elsewhere does not count as training at MPL. 3. Headphones, ear buds and cell phone use is prohibited while operating machinery. It is not safe to work with dangling cords and without proper hearing ability. 4. Do not work in an altered state that could affect your safety and others around you. 5. Familiarize yourself with emergency procedures. Know where all safety exits are. Know where fire extinguishers are kept. 6. Use of library-provided safety equipment is mandatory for all patrons when operating any device. 7. Patrons agree to report any accident or incident that occurs on MPL makerspace areas to a staff member. Failure to report an accident or incident may lead to loss of Makerspace/library privileges. 8. Patrons agree that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify the MPL staff. 9. Shut off any item when you are finished using them. Let hot items cool first.

Clean Environment 1. It is everyone's job to keep the makerspace clean and orderly. Devices should be cleaned, all debris should be removed and disposed of appropriately. 2. Tools and equipment should be put away before leaving the area. 3. MPL is not a storage facility. Please take your projects with you when you are finished with your reserved time. 4. All devices used in the Makerspace are to be returned in the same condition as they were issued, normal wear

and tear excepted. Patron agrees to pay for the loss of or damage to any items and further agrees to accept the Library Staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total. This restitution amount could be equal to as much as but not to exceed the replacement cost of the item.

Computer Use Policies 1. Patrons agree to abide by MPL computer policies while using Makerspace computers. 2. Be courteous to other library patrons and other Makerspace users. 3. Accept responsibility for the security of information they give on the web, such as personal information and credit card numbers. 4. Never modify any hardware or software on the Makerspace computers. 5. When creating digital content with the library's equipment, please remember to bring your own storage devices (flash drive), purchase one at the Reference desk, or store your work via an online cloud service. The library's computers do not store individual work or projects. The library is not responsible for lost or deleted information.

Makerspace Legality 1. All Makerspace devices shall be used only for lawful purposes. No one will be permitted to use Makerspace devices to create material that is: • Prohibited by local, state or federal law. • Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.) • In violation of another's intellectual property rights. For example, using devices to replicate someone else's designs or articles of manufacture may infringe the copyright, patent or trademark protection. • Deemed to be offensive or inappropriate in a public setting, as determined by staff. • MPL is not responsible if a project is destroyed, does not print/burn/ cut correctly, or does not work. Patron is required to pay for successful or failed projects when using library consumables. • The patron understands that MPL is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied by MPL. • Patron is required to pay for any consumables used successfully or not.

### **Marion Public Library Makerspace Use and Release of Liability Agreement**

THIS AGREEMENT is made this \_\_\_ day of \_\_\_\_\_ 20\_\_\_, by and between Marion Public Library and \_\_\_\_\_ (Maker/Patron). In consideration for

Maker's participation in the use of the Makerspace at the Marion Public Library, Maker (whom now be known as Patron) agrees as follows:

1. Conditions of Use. The Patron agrees that the (a) Patron has reviewed the Policy and agrees to its terms, which are incorporated by reference into this Agreement, and the (b) Patron has been trained by Library Staff or participated in a Library workshop regarding the use of the Makerspace. The Patron agrees to comply with all Library policies, including the payment of any fees associated with the use of the Makerspace. If the Patron is under the age of 19, a parent or legal guardian agrees to this Release of Liability on behalf of the minor child and the term "Patron" applies to both the minor child and any parent or legal guardian.

2. Assumption of Risk. Patron acknowledges the inherent risks in the use of tools, equipment, devices, and hazardous materials of any kind commonly used in electronics construction, fabrication, software design and other technology related activities and that Patron's participation in such activities and/or use of Makerspace may result in injury, illness, death or damage to Patron or Patron's personal property. Further, such risks and dangers may be caused by Patron or other Patrons. Finally, such injury, illness death or damage to Patron or Patron's personal property, may arise from foreseeable or unforeseeable causes. Patron, and for such heirs, family, estate and assigns, hereby fully assumes all such risks (known, unknown and/or unforeseen) and any others which arise in connection with the use of the Makerspace at the Marion Public Library.

3. Release of Liability. Patron, including the Patron's heirs, family, estate, executors and assigns, releases the Marion Public Library and the City of Marion, its staff, board members, exhibitors, guests, fellow patrons, employees, agents, guests and assigns from any liability, claims, losses, demands, causes of action whatsoever arising or that could arise out of any damage, loss or injury to Patron or Patron's property while using the Makerspace of Marion Public Library and/or using any equipment owned by Marion Public Library or another Patron or guest of Marion Public Library regardless of whether such loss or injury is as a result of negligence of Marion Public Library or its patrons, guests, agents and assigns, or is a result of some other cause. This release includes all damages, costs, medical costs, expenses, attorneys' fees and any other losses.

4. Covenant Not to Sue. Patron agrees that Patron will not, under any circumstances, initiate any legal action or administrative proceeding against Marion Public Library and the City of Marion, its staff, board members, exhibitors, fellow Marion Public Library patrons, employees, agents guests, and assigns nor will Patron assist in the prosecution of any such legal action filed by another, arising out of an injury to the person or property of Patron while participating in the use of the Makerspace in the Marion Public Library. This covenant extends to include the family, estate, heirs, executors, administrators or assigns of Patron.

5. Third Party Indemnification. Patron indemnifies, saves and holds harmless the Marion Public Library and the City of Marion, its Patrons, agents and assigns from any and all losses, claims, demands, causes of actions or proceedings of every kind and character which may be initiated by any other persons or organizations and which arise directly or indirectly from the actions of Patron while engaged in the use of the Makerspace and/or by using the Marion Public Library's tools, equipment, materials, space, or educational opportunities. Patron hereby acknowledges that Patron has carefully read all of the above provisions, fully understands same, and voluntarily signs this document as a condition of use of the Makerspace at Marion Public Library

6. Damage of tools and equipment. Maker agrees to use the facilities, tools, and materials in a safe way, and to alert the Marion Public Library staff, and/or program leaders when facilities, tools, and materials are being used in a way that could cause harm to themselves or others. All damage to equipment or tools will be reported immediately.

Printed

Name \_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Library Card

Number \_\_\_\_\_

Email \_\_\_\_\_ Phone

\_\_\_\_\_

Emergency Contact name and phone

\_\_\_\_\_

Any Maker under Nineteen years of age must also obtain the following consent and release before using the Makerspace at the Marion Public Library. I, \_\_\_\_\_ (print name), am the parent or legal guardian of \_\_\_\_\_ (print name). I consent to this and state that I have read the above release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

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

\_\_\_\_\_

Printed Name \_\_\_\_\_

## **Marion Public Library Sewing Machine Policy**

The following guidelines regarding the sewing machine(s) will be observed:

The Marion Public Library is excited to offer sewing machines for programming and patron use. All patrons using the sewing machine must have a basic knowledge of sewing to operate the sewing machine or be supervised by another responsible individual. Children under the age of 12 years must be supervised by a parent or legal guardian. The library will not be responsible for mistakes made in the creative process or for any injuries sustained during the operation of the machine and by signing a permission form below the user and supervisor of the patron agree to hold the library and city of Marion harmless from any personal injuries or damages to materials caused by the machines.

Patrons must provide their own consumable materials with the exception of those offered during specific programs. The library will have some thread available, but if you require a specific color, it's best to purchase your own and bring it with you.

Safety considerations:

- Turn off the machine before changing needles or presser feet.
- Keep your fingers and hands away from the needle when the machine is in use.
- If the sewing machine malfunctions, please contact Library staff immediately. Do not attempt any repairs on your own.
- Library patrons under 12 years of age must have a parent or guardian supervising them while using a machine.