

## **ST. CLAIR COUNTY LIBRARY SYSTEM - MAKERSPACE**

The mission of the St. Clair County Library System (“Library”) is to empower and enrich our communities by providing welcoming spaces for knowledge, creativity, and lifelong learning. In support of this mission, the Library offers a Makerspace to meet the evolving needs of our communities by fostering equitable opportunities for connection, discovery, and exploration.

To ensure safe and equitable access, the use of the Makerspace is governed by the following rules and regulations. All patrons wishing to use the Makerspace, or any of its equipment, must review and sign this policy and complete required training for each machine they intend to use.

### Access to the Makerspace

1. Any library patron may use the Makerspace pursuant to the requirements of this Policy (“Users”).
2. All patrons aged 13 and up may use the Makerspace independently.
3. Patrons aged 12 and under may use the Makerspace if overseen by an adult at all times. The adult is responsible for the actions of the minor in their supervision.
4. Minors must be appropriately supervised by an adult who is not a library staff person and that adult is responsible for the actions of the minor they are accompanying.
5. Patrons must have a current St. Clair County Library System card or photo ID to access the Makerspace.
6. Patrons must sign a waiver before use.

### Training on Equipment

1. To be trained how to use makerspace equipment, a patron should schedule a training session with Library staff. The Library will keep a record of which pieces of equipment each patron is trained to use.
2. Once a patron is trained in how to use Makerspace equipment, they may use it independently unless they are aged 12 or under as stated above.
3. Library staff will be happy to assist users of the Makerspace as time permits. The Library staff has limited availability to provide this assistance on demand.

### Scheduling

1. When reserving the Makerspace or its equipment, scheduled Library programs have priority, followed by patrons who have made a reservation ahead of time. If the Makerspace or its equipment is not reserved, it will be made available on a first-come, first-served basis, subject to staff availability.
2. The Library may ask Users to reschedule if the proposed time and/or date conflicts with a Library Event.
3. Use may not be scheduled more than one year in advance.

4. The Makerspace is available during regular Library hours only. The Makerspace will be closed and locked 15 minutes before the Library closes. Please make sure your work is completed, all equipment is turned off and your work area is cleaned before this time.

#### Use of Makerspace

##### **Smoking and Fire**

No smoking, candles, matches or any other use of fire shall be permitted in the Makerspace.

##### **Tobacco, Alcohol and Controlled Substances Prohibited**

The Library prohibits the use of tobacco, alcohol and the illicit use of controlled substances in the Makerspace.

##### **Food and Beverages**

No food or drinks are allowed in the Makerspace.

##### **Lawful Purposes**

The Library's Makerspace may be used only for lawful purposes. The public is prohibited from using the Makerspace equipment 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).
- Obscene or otherwise inappropriate for the Library environment.
- In violation of another's intellectual property rights. For example, the equipment may not be used to reproduce material that is subject to copyright, patent, or trademark protection. The copyright law of the United States (Title 17, U.S. Code) governs the making of copies or other reproductions of copyrighted material. Users of the Makerspace or its equipment are solely liable for any infringement or copyright claims.

##### **Manufacturing Prohibited**

The Makerspace is not a place to manufacture for any commercial purpose and has not been approved for that purpose. Bulk prints for personal use may be permitted at library staff's discretion.

##### **Use of Makerspace Equipment**

Patrons will not modify the Makerspace's hardware or software, or install new programs onto the computers. Makerspace equipment may not be left unattended while it is in use; a patron must stay with it at all times. Any work saved on Library computers will be deleted once the computer is turned off and cannot be recovered. Patrons must save their files on an external storage device.

Patrons agree to submit requests and/or work with Library designated formats and processes.

### **Accidents/Breaking of Equipment**

If Makerspace tools or equipment break, or if any accidents occur while using the Makerspace, let Library staff know immediately.

### **Disruption Prohibited**

Users must be respectful of other patrons and not disrupt someone's work. All users must clean their work area and all equipment before leaving. Users making excessive noise that disrupts normal Library functions or another patron's use of the Library may be asked to leave.

### **Clean Up**

It is the User's responsibility to leave the space in the condition in which they found it or as directed by library staff.

### **Library Policies**

Users shall observe all rules of conduct and policies applicable to Library patrons.

### **No Discrimination**

The Library will not discriminate against any User and at all times will obey the applicable local, state, and federal laws.

### **SCCLS Reserves the Right**

Review and approve or deny all files, designs, and requests sent to SCCLS staff. Patrons will be informed of approval or denial of requests in a timely manner.

Stop printing and/or creation of all requests for any reason, up to and including printer errors, material shortage, or other appropriate reasons as determined by staff.

Set a maximum amounts of print projects per patron per day.

### Fees

1. Access to the Makerspace is free but use of library provided materials (eg: filament, vinyl, button making supplies) may come with a fee. Users must pay the agreed upon fee(s) for use of materials per the established Fee Schedule. See Makerspace Fee Schedule for current rates.
2. Patrons may provide their own materials based upon the Approved Materials List at library staff's discretion.
3. Patrons will approve the cost of the print prior to commitment of materials. Final fees will be collected once the print has concluded. Further prints will not be permitted while there is a standing balance.
4. Bulk prints may be subject to prepayment.

### Library Disclaimer and Patron Liability

1. The Library is not responsible for any injuries caused during use of equipment or the Makerspace. Patrons are responsible for following all safety guidelines and exercising appropriate caution with Makerspace equipment. Patrons use the space and equipment at their

own risk. User agrees to release and hold the Library Harmless from any and all claims for personal injury or property damage.

2. The Library is not responsible for:
  - Issues with quality of print creations, manufacture defects, or failures in equipment.
  - The loss or damage of digital data.
  - Refunds for purchased materials
  - A patron's personal property being damaged while using the equipment in the SCCLS Makerspace.
  - Any object approved and created in the SCCLS Makerspace that causes harm or injury after leaving the Library.
3. If the Makerspace or its equipment is found to be damaged or missing when a patron is finished using it, the patron will be liable for the damage and shall promptly reimburse the library for any losses incurred.

