

Gunn Memorial Library and Museum Makerspace Policy

Eligibility for Use of the Makerspace

- The Gunn Memorial Library and Museum Makerspace equipment is restricted to use by patrons aged 14, those 14 and up may use the Makerspace independently. Patrons aged 13 and under may use the Makerspace if supervised by an adult at all times
- Users must complete and sign the Gunn Memorial Library and Museum Waiver and Agreement, and users under 18 must have a parent or legal guardian sign the agreement on their behalf. Waiver must be completed annually.
- Use of certain equipment may require training with library staff or volunteers before a patron may use it. Please see the library website for the most up-to-date list of training requirements.

Reservations, Limitations, and Fees

- Users can reserve time to use the equipment in the Makerspace during available hours pending staff availability, room availability, etc. If there are no reservations, usage is on a first-come, first-served basis.
- Use of the equipment in the Makerspace is restricted to 2 hours which may be extended if no other patrons are waiting to use a piece of equipment.
- Currently, there is no charge for use the equipment in the Makerspace, with advanced notice, a fee may be charged to cover the cost of materials and other expenses.

Rules of Use

- Use of the Makerspace is limited to personal projects, prototyping, and small scale product runs.
- The Gunn Memorial Library and Museum cannot be responsible for content, accuracy, completeness of the nature of information found on the Internet, and is not responsible for the use of the Internet by its patrons.
- Individuals may not use the equipment for any inappropriate or unlawful activity including the use of material protected by intellectual property laws. Equipment cannot be used 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 Library reserves the right to deny Makerspace access if a patron violates any part of the Makerspace Policy, or for any other misuse of the space, as determined by Library staff. The person using this equipment is liable for any infringement.
- Equipment cannot be used to create items that can be construed as unsafe, harmful, dangerous, offensive, illegal or posing an immediate threat to the well-being of others or that are otherwise inappropriate for the Library environment.
- The Library reserves the right to refuse any request to use the equipment in the Makerspace.
- The Library is not responsible for equipment or files left behind; and to ensure privacy, it is the responsibility of individuals to delete and/or remove any of their digital files from

library equipment. To save files, users must provide their own external storage device or media. Any work saved on the Library's computers will be deleted at the end of the day and cannot be recovered.

- Users will be held responsible for any equipment that is determined to be permanently damaged due to their negligence or for any equipment that is removed from the library and will be subject to charges to repair or replace the item(s).
- Equipment may not be removed from the premises.
- Users must follow all safety guidelines and exercise caution with all Makerspace equipment. Some of the equipment in the Makerspace may be dangerous. The Library is not responsible for any injuries caused by improper use of equipment. Immediately report all accidents/ incidents to Library staff.
- The Library offers tools and equipment for use as-is without any representation or warranty of safety or suitability for any purpose. The Library is not responsible for any defects in any of the tools or equipment or for any loss or damage caused by the use or misuse of tools or equipment by the user. Users must immediately discontinue use and notify Library staff if a tool is in disrepair or becomes unsafe.
- All personal materials brought into the Makerspace must be reviewed and approved prior to use by the Makerspace Specialist. The library will not reimburse users if the project doesn't turn out as anticipated.
- All Library's Policies also apply in the Makerspace.

Policy Approved on ..., Gunn Memorial Library and Museum Board of Directors