

### **MakerSpace Policies**

1. Before using the MakerSpace, Makers must
  - a. Complete and sign a MakerSpace Agreement and MakerSpace Waiver
  - b. Anyone from the public is welcome to use the MakerSpace. If patrons have an LHPL library card, they must be in good standing, have a current address on file, and have **no fines above \$10.00.**
  - c. (Minors without a valid ID or library card must have a certified parent or guardian accompany them to the MakerSpace.)
2. Makers must “check-in” with staff and sign the guest book each time they use MakerSpace.
3. **Makers between the ages of 8 and 13 must always be accompanied by a parent or guardian.**
4. **Makers must participate in mandatory safety training to use equipment in the MakerSpace.**
5. When using tools that do not require certification, the Maker certifies that he/she is capable of using the tool or equipment safely and properly.
  - a. Cricut cutting machine
  - b. Sewing Machine
  - c. Embroidery Machine
  - d. Button Maker Machine
  - e. Tumbler/Mug Heat Press
  - f. Wood Burning
6. When using tools that do require certification, the Maker must agree to participate in safety training for the following equipment before use:
  - a. Sketch 3D Printer
  - b. VHS/DVD Converter
7. LHPL staff is available to assist in explaining the operation of tools and equipment and will make materials such as manuals available upon request.
8. LHPL provides access to safety supplies in the MakerSpace. (safety glasses, gloves, first aid kit, and fire extinguisher).
9. Unless previously scheduled for use by staff, tools and equipment are available on a first-come, first-served basis for use in MakerSpace only.
10. **LHPL reserves the right to refuse entry to or remove from the MakerSpace anyone who violates its policies.**
11. Equipment in the Makerspace may be used only for lawful purposes. The public will not be permitted to use equipment to create material:
  - a. Prohibited by local state or federal law.
  - b. Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others.
  - c. Obscene or otherwise inappropriate for the library environment.
  - d. In violation of another’s intellectual property rights. (For example, the 3D printer will be used to reproduce materials subject to copyright, patent, or trademark protections.
12. LHPL reserves the right to refuse any request to use equipment in the space.
13. LHPL is not liable for any damaged materials or media belonging to persons utilizing the equipment in the facility's space.
14. The copyright law of the United States governs the making of copies or other reproductions of copyrighted materials. The person using the equipment is liable for any infringement.