



## Policy 3054: Makerspace

Adopted: May 22, 2019

Reviewed/Revised: July 27, 2022

### I. Purpose

The Algonquin Area Public Library's Makerspace is designed and outfitted to promote making and the maker mindset through access to up-to-date technologies, tools, and equipment that support learning, skill-building, tinkering, creativity, exploration, and innovation. Staff facilitates the community's access to information, resources, and equipment while promoting inclusion, diversity, learning, and creativity.

### II. Rules

#### a. Rules

1. Users must be 14 years of age or older to be in the Makerspace without a parent/guardian. Users younger than 14 and vulnerable adults must be accompanied and monitored at all times by a parent or other responsible caregiver.
2. Independent use of equipment may only occur if a user has received approval from library staff.
3. The Makerspace is reserved for those actively engaged in designing or making physical or digital media works. Users not engaged in such activities will be asked to relocate to a different area in the library.

#### b. Regulation

1. Food and drinks are not allowed in any part of the Makerspace unless it is part of a library-sponsored program or permission is granted by library staff.
2. The Makerspace may be closed during programs or maintenance or when staff is not available to attend to the Makerspace.
3. Users of the Makerspace must adhere to all Algonquin Area Public Library District policies and obey all local, state, and federal laws when using the Makerspace.
4. Users must remain with their projects at all times. Projects may not be left in the Makerspace.
5. Users are required to keep the workspace clean.
6. Projects must be completed or packed up 30 minutes prior to Makerspace closing.

#### c. Use of the Equipment and Materials

1. Prior to using Makerspace tools or equipment, projects must be reviewed and approved by library staff. Users bringing their own materials must have them approved by library staff, based on guidelines for each piece of equipment. Please provide the item's Safety Data Sheet (as available) when seeking staff approval.
2. For the best experience, one-on-one appointments with Makerspace staff are highly recommended. Drop-in appointments will be accepted if staff and equipment are available.
3. Select equipment and tools require staff assistance to operate.
4. The Library offers materials for purchase with select equipment. Charges may be added to the user's library card. The library does not offer refunds for materials used or for any remnants.
5. The Library cannot guarantee product quality, satisfaction, equipment availability or stability, confidentiality of design, or specific delivery times. Users are responsible for the storage of their digital files and providing their own storage devices as needed. The Library is not responsible for data loss during the creation or digitization process.
6. The Library is not responsible if there is damage to a project, if a project does not print correctly, does not work, or if a user's personal items are damaged or destroyed while using any of the



Library's machines or tools. The Library and its staff are not liable for any loss, damage or expenses sustained by any user due to the utilization of services, equipment, software, advice or information.

7. All equipment available in the Makerspace must stay in the Makerspace unless approval is given by library staff to use the equipment elsewhere in the library.
8. Issues, accidents, or injuries must be reported immediately to staff.

### III. Restrictions

1. Users must use the Makerspace and its equipment in a reasonable and responsible manner. The Library may deny use of library equipment and tools to individuals who do not take proper care of or recklessly use the equipment and tools, or who do not attend required orientations in equipment and tool use. Users may be held responsible for willful misuse or damage to equipment.
2. The Library reserves the right to refuse any project and/or item creation request.
3. The Library will not store projects or personal items in the Makerspace.
4. Equipment may not be used to produce:
  - a. Content or objects prohibited by federal, state, or local law.
  - b. Content or objects in violation of intellectual property rights, e.g., 3D printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection.
  - c. Weapons or look-alike weapons.
  - d. Objects or materials that would be considered obscene or inappropriate for the library environment.
5. The copyright law of the United States (Title 17, U.S. Code) governs all reproductions of copyrighted material. Users of the Makerspace are responsible for any related infringement. By submitting content or objects, the user agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to patented, trademarked, or copyrighted materials. The Library is not responsible for damage, loss, or security of data arising from the use of its computers or network, nor for the functionality or quality of content produced in the Makerspace.