

*Adopted on February 21, 2023*

## **GERING PUBLIC LIBRARY MAKERSPACE POLICY**

The Gering Public Library (GPL) MakerSpace is provided as a community resource to allow people to engage with technology, improve their digital skills, and be creative.

### **User Requirements**

Patrons must have an active library card in good standing in order to use any of the MakerSpace equipment. Exceptions may be granted for programs led by library staff, at the discretion of the Library Director or their assignee.

Patrons must sign a Library MakerSpace Use and Release Agreement before using any MakerSpace equipment.

Patrons must complete the required machine specific training before using or reserving MakerSpace equipment. Training requirements are unique to each piece of equipment and can be found on the library's website.

Patrons must be 18 years old to use the equipment without supervision. Patrons aged 16-17 may use the equipment without supervision only with a parent waiver. Patrons aged 9-15 may use the equipment only under the supervision of staff or a trained parent or care giver. Patrons 8 years old and under may not use the equipment. Exceptions may be granted for programs led by library staff, at the discretion of the Library Director or their assignee.

Although a reservation to use MakerSpace equipment is not required, patrons may make one either in person or over the phone in order to guarantee a time of use. Patrons must check in at the service desk when they arrive for their reservation. Walk-ins are welcome on a first come, first serve basis. However, advance reservations take priority.

GPL is only able to provide free consumable materials on a limited basis. The patron agrees to avoid wasting supplies and materials. Staff must approve all projects before use of equipment in order to determine if materials are available. Staff must also approve all user-supplied materials before they are used on or with the equipment and reserve the right to disapprove certain materials at their discretion.

Patrons must adhere to all policies and rules to use the equipment.

### **Safety and Responsibility**

Patrons using the MakerSpace agree to use the equipment in a safe way, and only after receiving the required safety and use training.

*Adopted on February 21, 2023*

Prior to using MakerSpace equipment, adult patrons must complete and sign a MakerSpace Use and Release Agreement. Minor patrons must have an adult parent or guardian sign the MakerSpace Use and Release Agreement for Minors.

Patrons must report accidents and/or equipment damage immediately. Patrons will immediately discontinue use of any equipment that becomes unsafe or in a state of disrepair.

Certain MakerSpace equipment may require hair and any dangling items, like jewelry, to be secured or covered before use.

All MakerSpace equipment should be in the same condition as it was when the patron began using it. Normal wear and tear is expected. However, patrons agree 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 the replacement cost of the item.

Food and drinks are not permitted while using MakerSpace equipment.

All MakerSpace equipment shall be used only for lawful purposes. Patrons will not be permitted to use 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.
- 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.

Patrons agree to keep the MakerSpace clean and orderly. Equipment should be cleaned and all debris should be removed and disposed of appropriately. All personal projects must be removed from the MakerSpace when the patron is finished using the equipment. GPL is not responsible for personal projects and property that are left behind.

GPL staff reserve the right to halt or disallow the creation of items that violate GPL policy. Failure to follow the MakerSpace Use Policy can result in the loss of MakerSpace privileges.