



## 6.18 MAKERSPACE POLICY (POLICY ACCEPTED BY RESOLUTION LB2023-38, OCTOBER 10, 2023)

### 6.18.6 Objective

We support innovation, imagination and free access to information at our library. The MakerSpace is where you can explore the intersection between your creativity and new technologies. It's a space for the community to discover and share skills, tools, equipment, and ideas, and to gather and learn together.

### 6.18.7 Our Service Commitment

- a) Our MakerSpace equipment and facilities encourage innovation, imagination, creativity and technology exploration across all demographics and abilities.
- b) We open the MakerSpace at times that suit community needs and meet staff availability.
- c) We provide technical training to staff within our resources. Staff are available for limited assistance but are not experts, and will learn with you within their abilities.
- d) Trained amateur and expert volunteers are welcome to assist at the MakerSpace fostering the community, DIY spirit of the MakerSpace movement.
- e) We aim to make most MakerSpace activities available at low or no cost to the user. Fees are applied on a cost recovery basis on some materials.

### 1. Responsibilities

- a) The CEO, in conjunction with Technical Support Coordinator and Manager of Programs and Community Outreach, develops the planning, organizing, training, and executing of MakerSpace resources and programs.
- b) The CEO has approval authority for all MakerSpace charges and expenses.

### 2. Terms of use

- a) Equipment and tools in the MakerSpace are available at no charge to library card holders, generally on a first-come, first-served basis during open MakerSpace hours. Specific tools or equipment may be reserved for projects at the discretion of staff.
- b) Use of the Cricut machine, Button maker and Binding machine is limited to library patrons 14 years of age and older. Children under the age of 14 must be accompanied and supervised by an adult at all times and may not independently operate any specified MakerSpace equipment.
- c) Participation in a Cricut, Button maker, or binding machine orientation session, is mandatory before use of the machines.
- d) Patrons must sign an agreement (see Appendix A) prior to using select equipment in the MakerSpace
- e) Users (or if minors, their parents/guardians) are responsible for any fees incurred for loss or damage to Library property, not associated with normal wear and tear, that is the result of inappropriate or unauthorized use of tools, equipment, or consumable materials, or for clean-up of the tools, equipment.

### 6.18.8 Makerspace Fees

The Spanish Public Library makerspace is a do-it-yourself studio in which you can create designs and use equipment to complete your project(s).

Now available in our makerspace:

- Cricut Explore Air 2
- 1" & 1.25" Button Makers
- Plastic Comb binding machine

Fees for use: Our pricing is designed to cover the cost of consumables and tools needed to operate the equipment. Please do be mindful that creative work requires trial & error. You may need to use the equipment multiples times before you get your desired outcome.

Material Fees:

Button Making	\$.50 per button (pin back or flat back) \$1.00 per button (magnetic/specialty)  Printing (see pricing list Fee Schedule)
Cricut	Specialty Paper (12x12) - \$.50 ea  Vinyl (12x12) - \$4.00  Heat transfer vinyl (12x10) – \$5.00  Cardstock (8.5x11, white) - \$.15 ea  Transfer Tape - \$3.00
Binding Machine	Binding combs: \$.50 ea (limited sizes available)

*Please note: Prices may vary depending on cost & availability of materials*

Access to equipment and tools maybe limited during times when we have more creators in our space!

You may bring your own materials (paper, fabric, etc.) for the Cricut machine, but they must be compatible with our equipment.

You can create files at the library using a public internet computer or in the MakerSpace. Some design software may be available for free to download and work on from home. You can prepare your project in advance and bring your file with you.

This is a discovery environment; we cannot guarantee the success and quality of a printed project as this is a trial and error process!



## Spanish Public Library

### 7.15 MAKERSPACE USE AGREEMENT

Please review the policies and guidelines below. In order to use the MakerSpace space and equipment, you must accept and comply with all written, posted and staff-provided guidelines and provisions.

1. Before using specific MakerSpace equipment, (Cricut, button maker and binding machine) the user must complete and sign this agreement form and verify their library account is active.
2. Prior to using specific MakerSpace equipment (Cricut, button maker and binding machine) the user must successfully complete a mandatory online or in-person training to be certified on each piece of equipment.
3. The user must check-in with staff members before using equipment and provide their library card and estimated time of use.
4. The user must comply with any and all directions given by staff and must comply with all safety, Rules of Conduct and MakerSpace guidelines.
5. Those between the ages of 14 and 18 may use the MakerSpace without parent/guardian supervision if they have an agreement form on file with their parent/guardian's signature. Children under the age of 14 must be accompanied and supervised by an adult at all times and may not independently operate any specified MakerSpace equipment.
6. Minors are the complete responsibility of their adult parent/guardian/caregiver and the adult assumes full and complete responsibility for the minor, including damage done by the minor to equipment and harm befalling the minor due to operating the equipment.
7. The user agrees that the Library is not responsible for any equipment defects or resulting product defects.
8. The user agrees to notify the Library of any equipment damage or malfunction immediately, as well as any injuries or accidents to the user or other users.
9. The user agrees to pay for any consumable material used, in compliance with the Library's established fee schedule.
10. The Library is not responsible for any equipment, supplies or materials brought in or provided by the user.
11. The user agrees to return any equipment borrowed or used in the same condition it was received. Users may be held liable and charged for any damage to equipment beyond normal wear and tear. Users will be charged for any damage to equipment or the workspace, including viruses or other damages to Library computers or electronic equipment, as a result of the user attaching or plugging in their own equipment. The user must clean their workspace when done.
12. The user agrees to follow all applicable laws, statutes and codes related to copyright infringement and intellectual property. The creation, manufacture and/or production of dangerous or illegal items is prohibited. Use of equipment for any illegal activity is prohibited.

13. Violation of any policy or guideline may result in the suspension of the user's ability to use the MakerSpace and/or the Spanish Public Library.

I, \_\_\_\_\_, certify that I have read and agree to the above policies for use of the Spanish Public Library's MakerSpace. I voluntarily accept the terms and conditions by signing below.

I accept full responsibility for the space, equipment and furniture in the Makerspace during my session.

I understand that I am responsible for the cost of repairs, replacements or cleaning if the space is damaged or equipment is missing or damaged.

I understand that Makerspace computers are reserved for digital media projects and are not available for general computer use – i.e. email, social media, browsing etc.

I understand that this waiver will be in effect throughout the year indicated on the date below and that a new waiver needs to be completed each calendar year.

I understand that the Makerspace may be used for lawful purposes only and cannot be used to create content that is:

- Prohibited by provincial or federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the well being of others.
- Obscene or otherwise inappropriate for the Library environment.
- In violation of another's intellectual property rights; for example, the Cricut may not be used to reproduce materials subject to copyright, patent or trademark protection.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

I certify that I have read and agree to the above policies for use of the Spanish Public Library's MakerSpace. I understand that I am fully responsible for my minor's use of the MakerSpace and their compliance with all policies. I voluntarily accept the terms and conditions by signing below.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

User's name: \_\_\_\_\_

DOB: \_\_\_\_\_

Parent/Guardian Name (for minor): \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE ONLY: Library Card #: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Note Added to Account: \_\_\_\_\_