

## **Lafayette Public Library Makerspace Policy**

### **I. MISSION**

The Lafayette Public Library's mission is to enhance the quality of life of our community by providing equal access to high-quality, cost-effective library services that meet the needs and expectations of our diverse community for information, life-long learning, recreation, and cultural enrichment. Lafayette Public Library Makerspace facilities extend our mission into the world of making by providing open access to a wide variety of equipment and tools during open access hours, and by offering classes and programs for guided exploration.

### **II. ELIGIBILITY FOR USE**

Lafayette Public Library (LPL) Makerspaces and Makerspace equipment are available to library patrons ages 13 and up. If under age 13, a parent, adult guardian (18 or older), or teacher must accompany the user. Parent/guardian supervision is welcome for all minors over age 13. All users must have a library card in good standing to use any Makerspace or Makerspace equipment.

### **III. RULES OF USE**

Use of any LPL Makerspace or Makerspace equipment is subject to the rules in this Makerspace Policy, the LPL Patron Behavior Policy, and the LPL Computer Use Policy, as well as any other applicable Library policies and procedures. Failure to abide by all applicable policies and procedures may result in suspension or loss of Makerspace use privileges.

Users of the Library's Makerspace agree to respect all applicable copyright laws and licensing agreements. Furthermore, all makerspace users agree to follow all local, state, or federal ordinances, regulations, and laws.

Some of the Makerspace equipment may contain aspects, parts, or components which may cause injury to the user if all rules, policies, procedures, and restrictions are not followed. Users agree to release and hold the Library harmless from any claims for personal injury, property damage, or any other loss in connection with the use of the Makerspace, including the equipment, tools, and materials therein.

The computers located in the Makerspace are intended for patrons utilizing the specialized software programs or equipment located in the Makerspace. The Library reserves the right to reassign patrons to other public computers in the Library if they are not utilizing the Makerspace computers for their intended purpose.

Only library staff members and authorized users may operate the 3D printers, laser cutters, and other specialized equipment. Patrons may operate the sewing machines, serger, embroidery machine, or other equipment located in the Makerspace provided they have prior experience or training with this equipment.

Tools and equipment are available to makers on a first come, first served basis and must remain in the Makerspace. Library staff will assist patrons using the Makerspace equipment to the extent that time, other duties, and patron needs will allow.

Makers should return tools used in the space to their original locations in a clean state. The workspace should also be cleaned before the maker leaves.

Library staff will review and prepare all project files for 3D printing. (For file specifications, check current posted guidelines.)

Users must submit appropriate and compatible files. No guns, gun parts, weapons of any kind (including replica or toy weapons), or salacious objects will be allowed. LPL reserves the right to refuse any 3D print request.

Users may not use the 3D printers or other equipment to create material that is prohibited by law; unsafe, harmful, or dangerous; obscene or otherwise inappropriate for the library environment; or in violation of another's intellectual property rights. For example, the printer will not be used to reproduce material subject to copyright, patent, or trademark protection.

LPL does not accept responsibility if a project is lost or destroyed, does not print correctly, or does not work.

The Makerspace closes 30 minutes before the Library closes. All work must be completed no later than 30 minutes before the Library closes. The Library assumes no responsibility for projects that are unable to be completed within this time frame.

#### IV. SAFETY

Covered drinks are allowed in the Makerspaces. Food is not permitted.

Safety gear is required for use of some tools and equipment. All safety gear must be worn as appropriate. LPL provides access to safety gear while in the Makerspace.

Users may need to cover or secure their hair prior to using certain equipment. Dangling items, such as accessories or jewelry, may also need to be secured or removed.

Unsafe behavior is not permitted. Users may be asked to leave the Makerspace immediately if staff observes unsafe behavior or dangerous misuse of tools or materials. Users are encouraged to report any unsafe behavior observed in the space to the on-duty staff member. If a user sees that any tool or equipment is unsafe or in a state of disrepair, the user must immediately discontinue use of the tool and notify LPL staff. In the event of an accident, a user should immediately report the incident to the library staff.

## V. COSTS & MATERIALS

There is no charge for the use of the Makerspace and its accompanying technology and equipment. LPL is able to provide free consumable materials, as library funds allow. Users should agree to avoid wasting supplies and materials. Fees for consumable materials may be charged to cover LPL's costs.

Users may not bring in unapproved materials for 3D printing or laser cutting.

Material availability and color availability may change without notice, and LPL cannot guarantee that the selected materials will be available. In the event that a chosen material or color is out of stock, LPL may contact the user to select a substitute.

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