

## **ELLSWORTH PUBLIC LIBRARY MAKERSPACE**

The Makerspace was created to help patrons develop their creativity and explore new technology. It extends the library's mission 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.

### **ELIGIBILITY FOR USE**

The Makerspace is available to library patrons of all ages. Some equipment and supplies might have restrictions for use. A photo ID or library card in good standing may be required for certain activities.

### **RULES OF USE**

Use of any Makerspace or Makerspace equipment is subject to the rules in this Makerspace Policy, the EPL Patron Responsibilities and Conduct Policy, and the EPL 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 and 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.

Makers using the machines must be instructed on use by a Library employee.

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.

Equipment in the Makerspace may be used only for lawful purposes. The public will not be permitted to use equipment in the Makerspace to create material that is:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the wellbeing of others. (Such use may violate the terms of use of the manufacturer.)
- Obscene or otherwise inappropriate for the library environment.
- In violation of another's intellectual property rights.

The Makerspace may not be used for private social events, commercial purposes, political rallies supporting or opposing a specific candidate, or activities not protected by the First Amendment.

Patrons using the Makerspace machines WILL NOT profit from or run a business out of the Makerspace or by use of the machines. Violation of this policy will result in withholding the patron's use of the Makerspace for one year.

The Library is not liable for any damaged material or media belonging to persons utilizing the Makerspace equipment or facility.

The Makerspace closes 15 minutes before the Library closes. All work must be completed no later than 15 minutes before the Library closes. The Library assumes no responsibility for projects that are unable to be completed within this time frame.

## **SAFETY**

Covered drinks are allowed in the Makerspaces. Food is not permitted unless provided by the library for program purposes.

Safety gear is required for use of some tools and equipment. All safety gear must be worn as appropriate. The Library 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 Library staff. In the event of an accident, a user should immediately report the incident to the library staff.

## **COSTS & MATERIALS**

There is no charge for the use of the Makerspace and its accompanying technology and equipment. The Library is able to provide free consumable materials, as library funds allow. Users must avoid wasting supplies and materials.

Users may not bring in unapproved materials.

**Adopted November 29, 2022**