

INF-7: Makerspace Access and Use Policy

Adopted: 6/16/2022; Revised: 1/25/2024

Policy Statement

The OTPL Makerspace provides access to a variety of creative technology to learn new skills and create interesting projects. The Makerspace encourages self-guided learning and experimentation in a supportive educational environment.

Use of Space

1. The Makerspace closes 30 minutes prior to the closing of the library. All projects must be complete and collected by closing. If your project is not complete by the time the Makerspace closes, you risk losing progress and materials.
2. Users agree to take precautions to avoid causing unnecessary mess or damage in the Makerspace. Users are responsible for cleaning up after their projects and leaving their workstations in the conditions they were found.
3. Non-alcoholic beverages may be consumed in the Makerspace if they have a spill-proof lid. Food may not be consumed in the Makerspace.

Use of Equipment

1. Users are responsible for any damage done to the Makerspace equipment up to the full cost of repair (subject to adjustment) resulting from the misuse of the facility or the equipment or from failure to follow all rules, policies, procedures, and restrictions. (See CIR-5: Fines and Fees Policy)
2. Equipment can be reserved online in 90 minute increments. If equipment is not reserved, it is available to users on a first come, first served basis. Computer time may be extended beyond 90 minutes as long as no other users are waiting for the same equipment.
3. Computer stations are available for general use, but individuals may be asked to relocate, as users of Makerspace equipment receive priority in the Makerspace.
4. Makerspace equipment may be used by any library patron with the exception of the laser cutter. Patrons who wish to use the laser cutter must be at least 18 years old and complete a safety and training session before using the machine.
5. Patrons may request 3-D prints by submitting their print files through the library's website. Use of the 3-D printer is limited to library staff.
6. Patrons are responsible for compliance with all intellectual property laws, including patent, trade dress, trademark and copyright laws. Responsibility for possible copyright or any other intellectual property infringement lies solely with the user and the library disclaims any responsibility or liability resulting there from.

Supplies

1. Users are responsible for providing their own supplies and materials unless otherwise specified. Some supplies may be available to purchase at the front desk.
2. Users are responsible for knowing whether a material is safe and appropriate to use for their own projects.

Responsibilities

1. No one will be permitted to use the Makerspace tools to create material that is: prohibited by law, unsafe, harmful, dangerous, or an immediate threat to the well-being of others, obscene or otherwise inappropriate for a public library. Patrons shall not create or display print or non-print materials that are illegal or of an offensive nature to others. This includes any materials that are printed or requested for printing on the library's laser printers or 3-D printer. Requests for print jobs that are deemed inappropriate by staff may be refused.
2. OTPL is not responsible for any damage to, or loss or theft of, the user's property or data.

Support

1. Library staff is available to ensure equipment is working properly, but will not assist with the design or production of projects. We encourage patrons to learn and research with library resources or at a scheduled library program.
2. If a computer or other piece of equipment is not working, users will not attempt to repair the equipment themselves but will consult a staff member for help.
3. Users will observe general usage and safety guidelines as well as the specific guidelines regarding each piece of equipment that are displayed at equipment stations.

Limitations of Liability

1. OTPL is not responsible for any manufacturing defects or the quality or workmanship of any of the tools, materials or equipment supplied by OTPL, or for the quality or condition of a user's project.
2. The library is not responsible for equipment or files users may leave behind. Projects may not be stored overnight without prior arrangement from a staff member.

A patron may contest a library policy or any portion of a library policy by following the procedures as outlined in MGT-15: Appeals Process Policy.