

Martin Public Library

Makerspace Policy

The Martin Public Library provides a Makerspace to support its mission to provide a broad range of informational, educational, and recreational resources to serve the diverse needs of the community. The purpose of the area is to provide open access to information and various new technologies to enhance professional, personal and educational goals for all ages.

Patrons wishing to use the Makerspace, or any equipment contained within it, must agree to the policies and sign an agreement form before they may use it.

Guidelines

- The Makerspace is only open during the normal library operating hours when there is available trained staff.
- All library policies and procedures apply to the Makerspace.
- The Makerspace must be reserved. All users must check in with staff at the Information Desk located near the front door.
- The door to the Makerspace will be locked when not in use.
- Users under age 10 must be accompanied by a parent or guardian at all times. Library staff will determine requirements for parent attendance at programs.
- Patrons with disabilities who need special arrangements or accommodations should notify staff in advance before their expected time of arrival.
- Only library staff and staff-trained users may operate the equipment. Library staff will only be available to the extent that their time and other duties allow them. They will assist in explaining the operation of tools and equipment. Manuals will be available upon request.
- Patrons may operate the equipment in the Makerspace, with the exception of the 3D printers, provided they have attended a mandatory safety training session or class conducted by the library staff. The library will keep a record of which pieces of equipment each patron has been trained to use.
- The Martin Public Library will provide the Makerspace with safety supplies, such as safety glasses, gloves, First Aid Kit, and fire extinguisher. Appropriate closed-toe shoes and clothing must be worn while in the Makerspace.
- Only library computers or tablets may be connected to Makerspace equipment.
- When machines are out of order, staff will attempt to contact patrons with reservations.

- The Martin Public Library reserves the right to refuse any request, entry to, or remove from, the Makerspace any persons who are in violation the Martin Public Library code of conduct.
- The Martin Public Library staff reserves the right to halt, delete, or disallow the creation of items that violate Library policies.
- Staff must approve all patron-supplied materials before they are used on machines to reduce the risk of damage to machines or harm to patrons within the Makerspace.
- Patrons are financially responsible for any damage to equipment during use. All equipment will be inspected by staff at the end of the patron's usage of the Makerspace.
- Any library usage of materials or equipment for programming takes precedence over all other requests.
- The Martin Public Library is not liable for any damaged material, personal property, files, or media belonging to persons utilizing the Makerspace equipment or facilities.
- The Martin Public Library, the Library Board of Trustees and the City of Martin are not responsible for any injury or damage caused by the use of any of the equipment.

Fees

- There is no charge for the Makerspace and its accompanying technology and equipment.
- There is a \$.10 per gram for printing on 3D printer.

Procedures

- Library equipment cannot be removed from the Makerspace.
- Patrons must return tools to their original location in a clean state, as well as clean the workspace before departing. Failure to do so could result in loss of privileges.
- The staff will inspect the Makerspace for cleanliness after each usage.
- Patrons should report any tool or piece of equipment that is unsafe or in a state of disrepair. The patron must immediately discontinue use of the tool or equipment and notify staff.
- Patrons should report to a staff member of any accident or incident that occurs.
- Patron should report to a staff member of any unsafe behavior by anyone.
- Those using the equipment must comply with copyright and patent laws. The copyright law of the United States (Title 17, U. S. Code) and patent law (Title 35, U. S. Code) governs the making of copies or other reproductions of copyrighted material. The person using the Martin Public Library Makerspace equipment is liable for any infringement.
- Equipment in the Makerspace may be used only for lawful purposes. The public will not be permitted to use the 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 as guns, gun parts, or weapons of any kind). 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. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.

Violations of any policies may result in the user's temporary loss of use. Short term loss will be at the discretion of the staff. An incident report will be filled out and reviewed by the library director to determine if a longer suspension is necessary.

Approved by the Martin Public Library Board of Trustees: 11/21/2022