

## **James Prendergast Library Makerspace Policy**

The James Prendergast Library Association provides a Makerspace to support its mission to provide a broad range of informational, educational, and recreational resources to serve the diverse needs of our community.

Please enjoy the Makerspace while following our guidelines and our Rules of Conduct policy.

### **Please do not:**

- Remove any items from the Makerspace
- Enter areas identified as staff areas
- Violate the library's 3D Printer Policy
- Modify the Makerspace's hardware or software, or install new programs onto the Makerspace computers or devices.

### **Procedure:**

- Makerspace users need to reserve the room by filling out a meeting room application.
- When reserving the Makerspace or its equipment, scheduled Library programs have priority, followed by patrons who have made a reservation ahead of time. If the Makerspace room or its equipment is not reserved, it will be made available on a first-come, first-served basis.
- All patrons aged 13 and up may use the Makerspace independently. Patrons aged 12 and under may use the Makerspace if supervised by an adult at all times.
- Please notify library staff if you notice supplies are gone or running low. This will enable the library to replenish as needed.
- Some equipment requires training before a patron may use it. To be trained how to use such equipment, a patron should schedule a training session with Library staff. The Library will keep a record of which pieces of equipment each patron is trained to use.
- Once a patron is trained in how to use Makerspace equipment, they may use it independently.
- Library staff will be happy to assist users of the Makerspace as time permits. The Library staff has limited availability to provide this assistance on demand.
- Makerspace equipment may not be left unattended while it is in use; a patron aged 13 or older must stay with it at all times.
- The Makerspace will be closed and locked 10 minutes before the Library closes. Please make sure your work is completed, all equipment is turned off and your work area is cleaned before this time.
- If the Makerspace or its equipment is found to be damaged or missing when a patron is finished using it, that patron may be subject to a fee.

- If Makerspace tools or equipment break, or if any accidents occur while using the Makerspace, let Library staff know immediately.

**Guidelines:**

- Follow all safety guidelines and exercise caution with all Makerspace equipment.
- The Library is not responsible for any injuries caused by improper use of equipment.
- Any work saved on Library computers will be deleted once the computer is turned off and cannot be recovered. Patrons must save their files on an external storage device.
- The Library is not responsible for any damage to a patron's materials or files, or for any manufacturing defects.
- When using the materials that the Library has provided, use only as much as you need, and leave the remainder in a condition that other people may use.
- Be respectful of other patrons, and do not disrupt someone's work. Be sure to clean your work area and all equipment before leaving.