



# STUDIO 775

## A MINI-MAKERSPACE

### **Makerspace Policy**

Lafayette Public Library's [Rules of Conduct](#) and [Internet Access policy](#) apply to the Studio 775. A signed [Acknowledgment of Risk and Release form](#) is required of all users and visitors to the Makerspace. Exception is given to individuals or groups on staff-lead tours of the space. Users must also complete the required Makerspace Use and Safety Class prior to independent use of the space.

Equipment in the Studio 775 Mini-Makerspace is available at no charge to all community members with a valid library card, generally on a first come, first served basis during open hours. Independent use of equipment during classes or programs is prohibited.

The library supplies 3D printer filament for a fee to users. Other consumable materials may be available for purchase. Fees for consumable materials are charged to cover the library's cost. During library programs, we may provide consumable materials free of charge, as available. Please consult with staff about the availability of consumable materials before planning a project.

Users (or if minors, their parents/guardians) are responsible for any fees incurred for loss or damage to Library property, not associated with normal wear and tear, that is the result of inappropriate or unauthorized use of tools, equipment, or consumable materials, or for clean-up of the tools, equipment or the space. The library is not responsible for any damage to, or loss or theft of, users' personal property including electronic files left on library computers or devices.

At its discretion, staff reserves the right to disallow the use of any tools, equipment, or consumable materials, or to halt, delete, or disallow the creation of items that violate any library policy. Projects must be approved by staff prior to use of 3D printers and the CNC router. Approval to use the Studio 775 Makerspace does not constitute endorsement by the library of the uses to which the space is put or the products produced therein.

## **Studio 775 Guidelines for Use**

- All users and visitors must agree to and sign the [Acknowledgment of Risk and Release form](#) before entering the space. Exception is given to individuals or groups on staff-lead tours of the space.
- Minors (under 18) must have a parent/ adult guardian agree to and sign the [Acknowledgment of Risk and Release form](#) before entering the space. Exception is given to individuals or groups on staff-lead tours of the space.
- All users must attend an Equipment Use and Safety Class prior to participating in open hours and using the equipment.
- All users must have a valid library card and must check in with the staff member or volunteer on duty when entering the space to work.
- Users under the age of 14 must be supervised by parent, adult guardian (18 or older), or teacher at all times.
- Parent, adult guardian, or teacher supervision and involvement are encouraged for all minors over the age of 14.
- Parent/guardian must be present for initial training prior to full access to the space for all minors under the age of 14.

## **Safety Guidelines**

- Safety gear is required for use of some tools and equipment. All safety gear must be worn as appropriate. When necessary safety gear will be provided.
- Long hair must be safely secured and out of the way. Jewelry, lanyards, loose clothing or other dangly items are not permitted in the space.
- Unsafe behavior is not permitted. Users are encouraged to report any unsafe behavior observed in the space to the staff member or volunteer on-duty.
- Covered drinks are allowed in the space. Food is prohibited.

Approved by the Library Board on May 14, 2018