

Makerspace Policy

Purpose

The purpose of this policy is to define the guidelines for use of the Library's Makerspace, Studio 775. The Makerspace is a place intended to facilitate opportunities for members of the community to learn, create, innovate, and collaborate by using technology-based tools for "making," such as 3D printers, laser cutters, and more. The Makerspace offers facilitated classes, programs, and learning sessions, as well as drop-in hours for self-directed use of the space and equipment.

General Rules and Guidelines Governing Use

- Use of the Makerspace is free and open to Lafayette Public Library cardholders in good standing.
- Children in grades 5 and below must be under the direct supervision of a person over the age of 17 years old.
- A signed Acknowledgment of Risk and Release form is required of all users (or if minors, their parents/guardians). Exception is given to individuals or groups on staff-lead tours of the space who will not be directly accessing tools and equipment.
- Anyone using the Makerspace is required to comply with the Library's Code of Conduct Policy, Internet Policy and Acceptable Use Guidelines, and any other Library policies or rules for use of the Library.
- Safety gear may be required for use of some tools and equipment. All required safety gear must be worn as appropriate. When necessary, safety gear will be provided.
- 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.

Drop-in Hours

During scheduled drop-in hours users may access the tools and equipment on a first-come, first-served basis. The maximum capacity of the space is 12 people at any time, including staff.

A staff member will be present to provide some guidance, and users must check in with a staff member before using tools and equipment.

Drop-in hours are posted on the Library Website and are subject to change.

Training, Classes, and Programs

Facilitated training, classes, and other programs are free and open to the public and will be posted on the Library website. Space is limited and registration may be required.

Use of Equipment

Users should refer to and abide by the posted guidelines and rules for use of equipment including wearing any safety gear. Users shall report any damaged or defective equipment to staff as soon as possible.

Fees

Use of tools and equipment is free of charge. Fees may be charged to cover the cost of consumable materials and supplies. Please consult with staff about the availability of consumable materials and other supplies 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 cleanup 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.

Exclusions

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 the equipment. 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.