Cooper-Siegel Community Library Makerspace Usage Policy

Overview

Users of the Cooper-Siegel Community Library Makerspace must observe the library's policies as well as the additional guidelines and responsibilities listed below.

Prohibited Uses

- The use of equipment for the manufacture or repair of any dangerous equipment or devices, including, but not limited to, firearms, explosives, and/or weapons is strictly prohibited.
- The use of equipment in violation of state or federal laws, including violating any copyright, trademark, patent, or other legally protected intellectual property is strictly prohibited.
- Any copyright material used must adhere to the fair use doctrine which permits the limited use of copyrighted material for purposes such as teaching, scholarship, research, criticism, and comment.

Failure to follow these guidelines will result in the revoking of Makerspace privileges and/or library privileges as outlined in the Cooper-Siegel Community Library's Patron Code of Conduct Policy.

Age Requirements and Access

- Users must be at **least 12 years** old to use the Makerspace.
- Patrons under 12 may only tour the space and must be accompanied and supervised by an adult at all times.
- Before using the equipment in the Makerspace, users must complete the Equipment Waiver Form. The machines that require certification and staff supervision include and are not limited to: 3d-Printers, Resin Printer/Washer/Curer, Laser Cutter/Engraver, Sewing Machine, Embroidery Machine, Cricut, Rotary Cutters/X-Acto Knives
- Before each subsequent use, users must verbally check in with library staff.
- Patrons are required to wear closed-toed shoes in the Makerspace.

General Rules for Use

- Groups may schedule a training or demonstration of any equipment in the Makerspace by contacting the library. Training and/or demonstrations will be offered based on staff availability.
- Users may temporarily or permanently lose equipment access and require retraining on equipment if they:
    - Cause the equipment to be out of service
    - Do not follow proper procedures for equipment usage
    - Demonstrate lack of basic knowledge for equipment usage
- Users may lose access to a specific piece of equipment if retraining is required more than once.
- The library is not responsible if a project is lost or damaged. This includes unsuccessful prints, or unsatisfactory results by the use of Makerspace equipment.
- The library is not responsible if any of the user's personal tools/equipment are damaged or destroyed while using the Makerspace's tools/equipment.
- Any unsafe or disruptive behavior will result in the offender being required to leave the Makerspace and/or the library immediately and may result in a permanent ban.

Using Equipment

- Equipment may require training before use. Users may not use certain pieces of equipment unless the user has passed the required certification for that piece of equipment and received approval from staff for each use.
- When using equipment, the user must follow the safety guidelines associated with that machine.
- **Rotary cutters** for fabric must be used with a ruler when cutting, and the blade must be retracted when not in use.
- Check equipment/tools for damage before use. Report any damage to the equipment to Library staff immediately. Never use broken equipment. Cooper-Siegel Community Library is not responsible for any defects or the quality of any of the equipment in the Makerspace. If any of the equipment begins to malfunction, the user must immediately discontinue use and notify Library staff.
- Barring normal wear and tear such as scratches or wear on the outside of the equipment from use, users agree to pay for the loss of or damage to any items due to misuse or non-compliance with specified instructions. Examples of normal wear and tear are structural breaks, cracking, and/or losing parts of the equipment.
- All equipment is to be used only as it was designed.
- Always use the proper type and size of the tool.
- Do not remove equipment from the Makerspace.
- Keep cabinet drawers and doors closed.
- Clean and return all items to their proper storage place when not in use.

For Equipment Requiring Electric Power:

- Check adjustments and settings on machines before turning on the power.

- Make sure everyone is clear of the machines before turning on the power.
- Remain with the machine until you have turned it off, and it has come to a complete stop.
- Stay clear of machines being operated by others.
- Keep all safety guards on the machines in their correct position.
- Keep all hands, fingers, and hair away from the blades or other moving parts.
- Turn off items when finished using them.
- Always close/cover blades when not in use.
- Dispose of combustible, corrosive, and/or otherwise hazardous materials in the designated containers. Dispose of all other waste materials in the proper receptacles.

User Safety Responsibilities

- Safety goggles, gloves, and hair ties are available. It is your responsibility to use proper safety equipment for your project.
- Focus on your work at all times while operating equipment.
- Know the operating guidelines for the equipment you are using.
- Remove or fasten any loose clothing and/or jewelry.
- Tie back or cover long/loose hair.
- Patrons are responsible for knowing where first aid supplies are kept.