

## Makerspace Policy

### POLICY STATEMENT

The Atlantic Public Library seeks to provide access to equipment and materials to assist our patrons with growth and learning. One of the ways the library does this is by providing a Makerspace area. The purpose of the Makerspace is to encourage patrons to learn about technologies and equipment, to design, experiment, and build, and to encourage creativity.

### Regulations

- Use of the Makerspace is provided to patrons with a library card in good standing.
- All library policies apply to the Makerspace.
- All users must have a signed waiver on file before they can use the Makerspace area. If under the age of 18, users must have a signed waiver/permission form from a parent.
- Users must be trained by staff on how to use an item before they are allowed to use it.
- Only 2 users at a time will be allowed in the Makerspace.
- Only library computers or tablets may be connected to Makerspace equipment.
- 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 Atlantic Public Library and City of Atlantic are not responsible for any injury or damage caused by the use of any of the equipment.

### Procedures

- Patrons are allowed to use the Makerspace for up to 2 hours at a time on a first come, first serve basis.
- Users must check out a Makerspace pass before using the area. Staff will confirm there is a signed Makerspace Agreement form and inspect the Makerspace for cleanliness before checking out a pass.
- Those using the equipment must comply with all copyright, rights, and other information regarding the use, display, and public viewing of equipment and materials.
- Those using the equipment agree to not make/design anything deemed obscene or inappropriate.
- Patrons should report to library staff:
  - any equipment in need of repair
  - any accident that occurs
  - if they witness unsafe behavior
- 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 working that day; long term loss will be decided by the Youth Services Librarian and/or the Library Director.
- Patrons are responsible for cleaning up and returning everything to its proper space at the end of their session. Failure to do so could result in loss of privileges.

- No food or drink will be allowed in the Makerspace area.

### **Guidelines**

- Following the behavior policy, children in grades 1-2 must have a responsible caregiver with them. Children grade 3 or older may use the Makerspace without a caregiver as long as a parent has signed the Makerspace Agreement form. The only exception to this is staff-led programming.
- A member account that is blocked must be addressed before the patron can use the Makerspace.
- Staff will err on the side of caution when handling Makerspace situations.
- Any staff member can suspend Makerspace use for up to one week (short term). An incident report will be filled out and reviewed by the youth services librarian and/or library director to determine if a longer suspension is necessary.

### **Fees**

- There is no cost to access the Makerspace Area.
- There is a \$0.75 charge per ounce of consumable materials used.

BOARD APPROVED: MAY 2020

REVISED/REVIEWED:

**Atlantic Public Library Makerspace Agreement**

Name: \_\_\_\_\_ Library Card #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Parent/Guardian Name (if under 18): \_\_\_\_\_

Parent/Guardian Phone # (if under 18): \_\_\_\_\_

By signing this agreement, I acknowledge that the Atlantic Public Library and the City of Atlantic is not responsible for any injury or damage caused by the use of equipment in the Makerspace area.

In addition:

- I agree to abide by the Library’s policy regarding the Makerspace and its intended use.
- I agree that I am financially responsible for any damage to equipment I use.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent/Guardian (if under 18):

\_\_\_\_\_

Date: \_\_\_\_\_

Staff initials \_\_\_\_\_