

### **MakerSpace Policy**

1. Prior to using the MakerSpace, Makers must
  - a. Complete and sign a MakerSpace Agreement and MakerSpace Waiver
  - b. Have a valid Lincoln Heritage Public Library account (reciprocal card is okay) AND a valid photo ID must be presented at the time of checkout.
  - c. Patrons must be in good standing with the library, with a **current address** on file and **no fines above \$10.00**.
  - d. (Minors without valid ID or library card must have a certified parent or guardian accompany them in the MakerSpace).
2. Makers must “check-in” with staff and sign the guest book each time they use the MakerSpace.
3. **Makers between the ages of 8-13 years must always be accompanied by a parent or guardian.**
4. **Makers must participate in mandatory safety training to use any of the equipment in the MakerSpace.**
5. When using tools that do not require certification, the Maker is certifying that he/she is capable of using the tool or equipment in a safe and proper manner.
  - a. Cricut cutting machine
  - b. Sewing Machine
  - c. Embroidery Machine
6. When using tools that do require certification the Maker must agree to participate in a safety training for the following equipment before use:
  - a. Sketch 3D Printer
  - b. VHS/DVD Converter
7. LHPL staff is available to assist in explaining the operation of tools and equipment and will make materials such as manuals available upon request.
8. LHPL provides access to safety supplies in the MakerSpace. (safety glasses, gloves, first aid kit, and fire extinguisher).
9. Unless previously scheduled for use by staff, tools and equipment are available on a first come, first served basis for use in the MakerSpace only.
10. **LHPL reserves the right to refuse entry to or remove from the MakerSpace anyone who are in violation of polices.**
11. Equipment in the Makerspace may be used only for lawful purposes. The public will not be permitted to use equipment to create material is:
  - a. Prohibited by local state or federal law.
  - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
  - c. Obscene or otherwise inappropriate for the library environment.
  - d. In violation of another’s intellectual property rights. (For example, the 3D printer will be used to reproduce materials that is subject to copyright, patent, or trademark protections.
12. LHPL reserves the right to refuse any request for use of equipment in the space.
13. LHPL is not liable for any damaged materials or media belonging to persons utilizing the equipment in the space of facility.
14. The copyright law of the Unites States governs the making of copies or other reproduction of copyrighted materials. The person using the equipment is liable of any infringement.