

<b>Brookings Public Library Policy:</b>	Title: <b>Maker Lab Usage Policy</b>	
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**I. PURPOSE**

To establish a written policy in regard to the Maker Lab at the Brookings Public Library (BPL) and its use.

**II. POLICY**

The Maker Lab is a flexible, participatory learning environment where Brookings Public Library patrons (Makers) can engage in a variety of hands-on learning opportunities, access technology, and become more creative and empowered with new skills. While BPL staff will offer classes and workshops within the space, Makers are able to make a reservation to use the space and tools within it. To achieve this, Makers must observe the Library’s policies, including the guidelines and responsibilities listed here.

**III. DEFINITIONS**

- A. Maker Lab: a maker lab is a collaborative work space for making, learning, and exploring that uses both high tech and no-tech tools.
- B. Maker: Library patron approved to use the Maker Lab.

**IV. ADMINISTRATION**

- A. Registration and Reservations:
  - i. Reservations are required to use the Maker Lab, and only one person may use the Maker Lab per reservation.
  - ii. Makers must have a BPL library card in good standing to make a Maker Lab reservation.
  - iii. Makers must be age 18+. No children under the age of 18 are allowed in the Maker Lab unless part of a Library-sponsored program.
  - iv. Before using the Maker Lab for the first time, the Maker must complete the Maker Waiver Form and present a valid library card.
  - v. Makers are expected to abide by Maler Lab policy, Maker Lab Usage Guidelines, and any applicable Library policies at all times.
  - vi. Groups may schedule a training or demonstration of equipment in the Maker Lab. To schedule, please contact the Library. Trainings or demonstrations may be offered based on staff availability.
- B. Using Maker Lab Equipment
  - i. Some equipment may require training before use. Makers may not use these pieces of equipment unless the Maker has attended a

training classed, passed any required certification quizzes for that equipment, and received approval from staff for use.

- ii. When using equipment without a training requirement in the Maker Lab, the Maker certifies they are capable of using the equipment in a safe and proper manner and must follow any safety guidelines listed with the equipment. Staff may not be available to assist with equipment use.
- iii. If any equipment begins to act unsafe or incorrectly, the Maker must immediately discontinue use and notify Library staff. If the Maker notices any damage to the equipment, they must notify Library staff before using. BPL is not responsible for any defects or the quality of any of the Maker Lab equipment.
- iv. Equipment used must be returned in the same condition as it was issued, barring normal wear and tear such as scratches or wear on the outside of the equipment from use. Examples of not-normal wear and tear are breaking of structure, cracking, losing parts, etc. Makers agree to pay for the loss of or damage to any items due to misuse or non-compliance with specified instructions.
- v. Makers may temporarily lose equipment access and require retraining on equipment if they 1) cause the equipment to be out of service, 2) do not follow equipment usage guidelines, 3) demonstrates a lack of the basic knowledge required to use the equipment.
- vi. Makers may lose their equipment access if retraining is required more than one time per piece of equipment.
- vii. Makers are required to provide their own consumable materials for use with equipment, such as fabric for use with the sewing machine or vinyl for use with the Cricut cutting machine.

#### C. Other Maker Responsibilities

- i. Makers agree to keep their workspace neat and to return all equipment to its proper place when finished.
- ii. A Maker must be in reach of the equipment at all times while it is in use to ensure safety and so equipment can be controlled or turned off.
- iii. Makers must immediately notify Library staff of any accident or incident of violation of any guidelines or library policies that occurs in the Maker Lab.
- iv. BPL is not responsible for any personal effects, supplies, or equipment left unattended in the Maker Lab.
- v. Drinks with lids are allowed at the work tables; no drinks are allowed at the work desks or near equipment. Food is not allowed in the Maker Lab at all.
- vi. Makers must respect the intellectual property of others and U.S. copyright laws.

- vii. Makers must not create anything unlawful, dangerous, obscene or racially, ethnically, or otherwise objectionable. Final determination is at the discretion of the Director of Library Services or designee.
- viii. While Library staff will make every effort to oversee the use of equipment, BPL Is not responsible for any object created with the use of the equipment. This disclaimer includes any harm or injury incurred as a result of using the resources in the Maker Lab.