

MAKERSPACE POLICY

MakerSpace Policy

The Cuyahoga Falls Library MakerSpace exists to provide all library users access to new and emerging technology in order to encourage experimentation, innovation and creation and to support our users personal, entrepreneurial, and educational pursuits.

Access

Access to the library's MakerSpace equipment is free and not restricted to cardholders. Patrons will need to provide their own supplies to use with the equipment. Some equipment requires specific supplies to work properly; the library has these types of supplies available for purchase at the checkout desk.

Some equipment, including the computer workstations, require the use of a library card. Guest passes are available, though frequent guests are encouraged to get library cards. Reasonable accommodations will be made for any user who requests them. Customers will not be prevented from using the MakerSpace except for good reason.

The library may impose time limits on MakerSpace equipment and facility use in order to ensure equitable access. MakerSpace hours differ from general library hours and can be found posted on the MakerSpace door or on the MakerSpace webpage. The library reserves the right to change MakerSpace facility hours at any time without notice. During scheduled library programs, access to MakerSpace equipment and facilities may be restricted to registered program attendees.

Facility Use and Expectations

The library expects all users to treat the MakerSpace facility, equipment and materials with respect and to treat fellow MakerSpace users and staff with courtesy.

MakerSpace users are responsible for returning all materials and equipment to their appropriate locations and for cleaning up after themselves. Users may not leave personal materials and projects in the MakerSpace between sessions without explicit permission from library staff. The library is not responsible for any items left in the MakerSpace. Users are expected to report broken equipment, as well as improper or unsafe use of MakerSpace equipment and facilities, to library staff. Food and beverages are not permitted in the MakerSpace.

The library is committed to ongoing technology education and training and offers periodic instructional programs on the use of MakerSpace equipment, including classes, one-on-one instruction and orientations. Attending one of these programs before using the MakerSpace is advised, but not required.

Some MakerSpace supplies are available for purchase at the checkout desk. A complete list of materials and prices can be found on the MakerSpace webpage. All other materials need to be supplied by the user. The library reserves the right to prohibit the use of any materials or tools in the MakerSpace that are deemed excessively hazardous to MakerSpace facilities, equipment, users or staff.

Disclaimer

Use of the Cuyahoga Falls Library MakerSpace equipment and facility is entirely at the risk of the user. Users agree to release and hold the library harmless from any claims for personal injury, property damage, or any other harm or loss that may result from the use of the library MakerSpace.

Parents or guardians assume responsibility for their children's use of the MakerSpace.

Customer Responsibilities

MakerSpace users are required to follow the library's Code of Conduct policy and the Computer and Internet policy.

Unacceptable use of MakerSpace facilities and equipment includes but is not limited to the following:

- Violating applicable local, state and federal laws
- Interfering with or disrupting other users
- Tampering with or damaging other users projects or files
- Tampering with or damaging equipment, hardware or security settings
- Displaying, printing or otherwise fabricating text or graphics which may reasonably be construed as obscene or harmful to minors or offensive to other library users
- Using equipment in a way that could cause harm to library users, staff, equipment or facilities, including using equipment to fabricate or design anything that is illegal, harmful or dangerous
- Using equipment in a way that violates intellectual property laws, including copyright law
- Failing to pay for or self-report the use of library-provided MakerSpace materials
- Bringing food or beverages into the MakerSpace

The library reserves the right to immediately and indefinitely suspend the library privileges of any person found using MakerSpace equipment in a way that causes harm or intends to cause harm to MakerSpace equipment, facilities, users, or library staff. All other violations of MakerSpace policy will result in the following:

- Warning
- A one-month suspension of MakerSpace privileges
- Permanent revocation of MakerSpace privileges

Approved by the Board of Trustees December 19, 2019

