

# MAKERSPACE POLICY

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The Cuyahoga Falls Library offers a MakerSpace 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. Some equipment, including the computer workstations, require the use of a library card. Temporary passes are available to library guests. Reasonable accommodations will be made for any user who requests them.

Equipment in the MakerSpace is on a first come, first served basis. However, the library may enable reservations or impose time limits on MakerSpace equipment and facility use in order to ensure convenient and equitable access. 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 turning machines and equipment off. Users are responsible for cleaning their space after use. 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 or lost 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.

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 hazardous to MakerSpace facilities, equipment, users or staff.

The below are strictly prohibited in the MakerSpace:

- 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

Any display of the above actions may lead to the suspension of use rights.

## **Disclaimer**

Use of the Cuyahoga Falls Library MakerSpace equipment and facility is intended to be self-guided and is entirely at the risk of the user. The library is not responsible for any claims of personal injury, property damage, or any other harm or loss that may result from the use of the library MakerSpace, and the user agrees to indemnify any library employee, independent contractor, affiliate, or volunteer from any associated liability.

Parents or guardians assume responsibility for their children's use of the MakerSpace. Children under 12 must be supervised by their adult caregiver while in the MakerSpace.

*Approved by the Board of Trustees December 19, 2019*

*Amended May 16, 2023*