



Gunn Memorial Public Library

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Makerspace Policy and Procedure

Gunn Memorial Public Library provides a Makerspace to reinforce its mission of offering a broad range of educational, informational, and recreational resources to support the needs of the community. The Makerspace allows users to gain hands-on experience, knowledge, skills, as well as encouraging creativity! The use of Gunn Memorial Public Library's Makerspace is governed by the following policies.

Patrons wishing to use the Makerspace, or any equipment contained within, must read and sign this policy before using the room.

Regulations:

The Library's Makerspace may be used only for lawful purposes. The public is prohibited from using the Makerspace equipment to create material that 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. Weapons or components of weapons, weapon replicas or objects that could be considered weapons.**
- d. Obscene, pornographic or otherwise inappropriate for the Library environment.**
- e. In violation of another's intellectual property rights. For example, the equipment may not be used to reproduce material that is subject to copyright, patent, or trademark protection.**

Any materials produced that violate these terms are subject to confiscation.

Patrons will not modify the Makerspace's hardware or software, or install new programs onto the computers.

Only library computers may be connected to library machines.

Library equipment cannot be removed from the Makerspace without prior approval of Library staff.

The Library reserves the right to deny Makerspace access if a patron violates any part of the Makerspace policy, or for any other misuse of the space, as determined by Library staff.

The following items require a fee to cover cost of materials.

Fees: (Fees may be adjusted once grant supplies are used)

Lamination - \$1.00 per linear foot (Social security cards cannot be laminated.)
Poster Printing- \$1.50 BW \$3.00 Color

All items are free during scheduled library programs. Patrons are allowed to create two free items monthly.

Buttons - \$.25 per button
3D Printing - \$.50 per half hour
3D pen printing - \$.50 per half hour

Guidelines and Use Policy:

The makerspace is reserved for patrons with a library card in good standing and is for the purposes of recreation, education, and/or self-improvement.

- All patrons aged 16 and up may use the Makerspace independently. Patrons aged 15 and under may use the Makerspace if supervised by an adult at all times.
- The door to the Makerspace will be locked when not in use. To request access to it, a patron must show his/her Gunn Memorial Library card to the Library staff.
- Some equipment will require training before a patron may use it. To be trained how to use such equipment, a patron should schedule a training session with a Library staff member or trained volunteer. The Library will keep a record of which pieces of equipment each patron is trained to use. Certain pieces of equipment may have age restrictions for use.
- Once a patron 16 years or older is trained in how to use Makerspace equipment, he/she may use it independently.
- Library staff will be happy to assist patrons of the Makerspace as time permits. The Library staff has limited availability to provide this assistance on demand. A Library staff member or trained volunteer will be available to provide assistance with makerspace equipment during designated days and times posted. Days and times are subject to change based on staff/volunteer availability.
- Makerspace tools and devices are free to use. The Library currently provides most materials free of charge, but may charge a fee for materials at a later date.
- Patrons may bring their own materials to use with Makerspace equipment if they wish. When doing so, patrons should show the material to Library staff before using it so they can make sure it can be used safely with that particular piece of equipment.
- Makerspace equipment may not be left unattended while it is in use; a patron aged 16 and older must stay with it at all times.
- Be respectful of other patrons, and do not disrupt someone's work. Be sure to clean your work area and all equipment before leaving.
- When using materials the Library has provided, be careful not to waste them. Use only as much as you need, and leave the remainder in a condition that other people may use.
- Any work saved on Library computers will be deleted once the computer is turned off and cannot be recovered. Patrons must save their files on an external storage device.
- Reservations of up to 2 hours of the Makerspace room/equipment can be made ahead of time. If no one else is waiting to use a station, time may be extended.
- When reserving the Makerspace or its equipment, scheduled Library programs have priority, followed by patrons who have made a reservation ahead of time. If the Makerspace room or its equipment is not reserved, it will be made available on a first-come, first-served basis, subject to staff availability.
- The Makerspace will be closed and locked 15 minutes before the Library closes. Please make sure your work is completed, all equipment is turned off and your work area is cleaned before this time.
- If the Makerspace or its equipment is found to be damaged or missing when a patron is finished using it, that patron may be subject to a fee.
- No food or drinks are allowed in the Makerspace.
- **If Makerspace tools or equipment break, or if any accidents occur while using the Makerspace, let Library staff know immediately.**

3D Printing:

- The 3D printer can only be used during designated times when Library staff or trained volunteers are available.
- Physical handling of the 3D printer is limited to Library staff and trained volunteers.
- Files may not be dropped off to be printed. Patrons must help get the print started, but may leave and come back to pick up the final print.
- Library staff will contact patrons by the contact information provided upon completion of print job.
- Finished projects may be picked up at the circulation desk. Items not picked up after 7 days will be discarded.
- Projects will be printed in first come/first served order.
- The Library reserves the right to delay or change the printing order of projects depending on how long a project may take to print.
- All projects must be paid for in advance at the circulation desk.
- Staff will work to make the most successful prints, but items must be accepted as is. Additional prints will not be made until first prints are paid for.
- The Library reserves the right to reject any project that is too large or complex for the 3D printer.
- The Library is not responsible if a project is destroyed, does not print correctly, or does not work.
- Supervision of the use of the 3D printers by Library staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the 3D product, and the Library specifically disclaims any knowledge thereof.
- The Library is not responsible for any object created with 3D printers or any harm incurred by a printed object.

The Library Director or her designee reserves the right to refuse any 3D print request.

Safety Rules:

- 1.) Prior to using the Makerspace, patrons must complete and sign the Makerspace Use & Release Agreement. Minor patrons must have an adult parent, guardian or other responsible adult to sign the Use & Release Agreement.
 - 2.) Patrons under the age of 16 must be accompanied by an adult at all times.
 - 3.) Patrons must always sign in prior to entering the Makerspace and sign out each time they leave.
 - 4.) No loose-fitting or dangling pieces of clothing or jewelry or open-toed shoes. Tie back long hair.
 - 5.) No food or drink is allowed in the Makerspace.
 - 6.) Follow all safety guidelines and use caution with all Makerspace equipment.
- Safety equipment, as well as a basic first aid kit will be available for patron use in the Makerspace.
 - The Library reserves the right to reject any project that is too large or complex for Makerspace equipment.
 - The Library is not responsible for any harm or injury incurred as a result of any usage of the equipment.
 - The Library is not responsible if a project is destroyed, does not print correctly, does not work, or if any patron's personal equipment is damaged or destroyed while using any of the Library's equipment.
 - The Library is not responsible for any damage to a patron's materials or files, or for any manufacturing defects.

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Makerspace Use & Release Agreement

- I agree to use Library equipment in a manner consistent with the proper use of each device.
- I agree to follow all safety procedures and the guidance of the Library staff in charge.
- I agree to avoid wasting supplies and materials.
- I agree to clean my workspace and to return all tools and equipment to their original location in the same condition they were found.
- I understand that Library staff have the right to end use of equipment if deemed necessary and violation of Library policies above can result in a suspension or ban from the Makerspace.

By signing the Makerspace Use and & Release Agreement, I indicate that I have received and understand the terms of the Makerspace Policy and Procedure and agree to abide by it when using the Makerspace and its equipment.

Patron Name

Library Card #

Patron Signature

Date

Phone Number

E-mail address

Parent or Legal Guardian's Name and Signature (if under age 16)

Date

The library reserves the right to change this policy at any time.