

## Makerspace Policy

### Policy Statement

The Rochester Hills Public Library (“Library”) offers makerspace equipment (“Makerspace”) within the Library so the community can access technology that encourages the design and creation of innovative projects and strengthens experiential learning opportunities. Any Library patron may use the Makerspace pursuant to the requirements of this policy.

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### Regulations

1. Library use or Library programming has priority over the use of Makerspace. When not being used by the Library, it may be used by patrons as follows:
  - a. *Reservations*. Patrons over the age of 18 may reserve Makerspace. Reservations may not be scheduled more than one month or less than twenty-four hours in advance.
  - b. *First-Come; First-Served*. If equipment is not reserved, it will be made available on a first-come, first-served basis, subject to staff availability.
  - c. *Check in*. Patrons must check in and show photo ID prior to use.
2. The Makerspace is open to the public during published hours (available on the website). The Library has the right to limit or cancel any available time even if it has been published on the website.
3. Prior to using the Makerspace or equipment, patrons must sign a Release of Liability Agreement. The patron will be considered the “User” for the purpose of the Release of Liability Agreement. If the patron is under the age of 18, a parent or legal guardian must sign the Release of Liability Agreement. If the patron is under the age of 18, for the purposes of this policy, “patron” includes the minor and parent/guardian.
4. Library staff has designated rules for using equipment based on the amount of advance training or staff supervision that is required before using each tool. Patrons shall refer to the Makerspace Rules posted in the room and only operate tools and equipment in accordance with the stated rules of use. All equipment in the Makerspace must stay in the Makerspace.
5. The Library Director and designated staff reserve the right to:
  - a. Refuse any request/service.
  - b. Review and approve all materials before using equipment in the Makerspace. If there is a problem with a design and/or production that is readily identifiable by the Library staff, the patron may be informed. Review and approval does not guarantee a successful completion of the project.

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- c. Stop a request due to time or equipment capabilities or other reason, such as violation of Library policy.
  - d. Set a limit as to the maximum time or number of projects.
6. Makerspace equipment may not be left unattended while it is in use; a patron aged 18 and older must always stay with the Makerspace equipment. Patrons aged 13 and under must have their parent or legal guardian always supervise and remain with minors when using the Makerspace.
7. No food or beverages are allowed in the Makerspace or while using Makerspace equipment.
8. All Library policies, including the *Code of Conduct*, apply to the use of the Makerspace. Failure to comply with Makerspace or Library policies may result in losing Makerspace or Library privileges.
9. Patrons may not disrupt another patron's work already in progress.
10. All patrons shall clean their work area and all equipment before leaving the Makerspace. Patrons agree to take precautions to avoid causing an unnecessary mess during use. Patrons must inform a Library staff member if they cannot return a work surface, tool, or equipment to its original state.
11. The patron agrees to follow the safety policies and procedures involved with the Makerspace, including the following:
  - a. *Procedures*. The Patron will follow all equipment safety procedures as documented in either a training session, workshop and/or detailed in the owner's manuals. Owner's manuals will be available for review by the User.
  - b. *Unsafe or Damaged Equipment; notification*. The patron agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify Library staff.
  - c. *Report of Accident or Incident*. The patron must report any accident/incident that occurs to a Library staff member, at the time of the accident/incident.
12. The Makerspace may be used only for lawful purposes. Patrons are prohibited from using the Makerspace equipment to create material that is:
  - a. *Violations of Law*. Prohibited by local, state, or federal law or regulation.
  - b. *Unsafe*. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others (such use may violate the terms of use of the manufacturer).
  - c. *Harmful to Minors*. Obscene, sexually explicit, or harmful to minors.

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- d. *Intellectual Property Rights.* In violation of another's intellectual property rights. The copyright law of the United States (Title 17, U.S. Code) governs the making of copies or other reproductions of copyrighted material. Users of the Makerspace or its equipment are solely liable for any infringement or copyright claims. Patrons will be responsible for compliance with all intellectual property laws, including patent, trade dress, trademark, and copyright laws. Responsibility for possible copyright or any other intellectual property infringement lies solely with the user, and the Library disclaims any responsibility or liability resulting therefrom. The patron using Makerspace equipment is liable for any infringement.
13. The Makerspace is not a place to manufacture for commercial purposes and has not been approved for that purpose.
14. Patrons will not damage or modify the Makerspace's hardware or software. Patrons may not install new programs onto the computers.
15. Access to the Makerspace is free but consuming library-provided materials (e.g. filament, vinyl, button making supplies) may come with a fee. See Makerspace Fee Schedule for current rates.
16. Approval and payment of the total fee is due before an item is printed. The Library will not offer refunds for supplies used.
17. Patrons shall consult with the Library staff to obtain permission to use their own materials with Makerspace equipment.
18. The Library does not guarantee the use of any supplies. If using Library supplies, patrons agree to avoid wasting supplies and only use them for their indicated use.
19. The Library operates the Makerspace with the following disclaimers:
  - a. Hold Harmless. The Library is not responsible for any injuries caused during use of equipment or the Makerspace. Patrons are responsible for following all safety guidelines and exercising appropriate caution with makerspace equipment. Patrons use the Makerspace and equipment at their own risk. User agrees to release and hold the Library harmless from any and all claims for personal injury or property damage.
  - b. Damage or Loss of Patron Materials or Data. The Library is not responsible for any damage to a patron's materials or files or for any manufacturing defects. The Library is not responsible for any damage, loss, or security of data arising from the use of its computers, or network,

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and is not responsible for the functionality or quality of content produced on Makerspace equipment. The Library will not be responsible for any failed prints.

- c. Damage to Makerspace. If the Makerspace or its equipment is found to be damaged or missing when a patron is finished using it, the patron will be liable for the damage and shall promptly reimburse the Library for any losses incurred.
- d. Responsibility for Saving Work. It is the responsibility of the patron to delete and/or remove any files (digital or print) from the equipment in the Makerspace. The Library is not responsible for equipment or files (digital or print) left behind by patrons. 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.
- e. No Endorsement. While the Library makes every effort to oversee the use of the equipment, usage of the equipment is not under the direction or control of the Library. Approval to use the Makerspace does not constitute endorsement by Library of the uses to which the space is put or the products produced therein. The Library is not responsible for any object created with the use of the equipment, including any harm or injury incurred because of any use of the equipment.

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Approved: April 9, 2024

Rochester Hills Public Library Board of Trustees