

1. Objective

We support innovation, imagination and free access to information at our library. The MakerSpace is where you can explore the intersection between your creativity and new technologies. It's a space for the community to discover and share skills, tools, equipment, and ideas, and to gather and learn together.

2. Our Service Commitment

- a) Our MakerSpace equipment and facilities encourage innovation, imagination, creativity and technology exploration across all demographics and abilities.
- b) We open the MakerSpace at times that suit community needs and meet staff availability.
- c) We provide technical training to staff within our resources. Staff are available for limited assistance but are not experts, and will learn with you within their abilities.
- d) Trained amateur and expert volunteers are welcome to assist at the MakerSpace fostering the community, DIY spirit of the MakerSpace movement.
- e) We aim to make most MakerSpace activities available at low or no cost to the user. Fees are applied on a cost recovery basis on some materials.

3. Responsibilities

- a) The CEO, in conjunction with Technical Support Coordinator and Manager of Programs and Community Outreach, develops the planning, organizing, training, and executing of MakerSpace resources and programs.
- b) The CEO has approval authority for all MakerSpace charges and expenses.

4. Terms of use

- a) Equipment and tools in the MakerSpace are available at no charge to library card holders, generally on a first-come, first-served basis during open MakerSpace hours. Specific tools or equipment may be reserved for projects at the discretion of staff.
 - b) Use of the 3D printers, Cricut machine, Button maker and Die Cutter is limited to library patrons 14 years of age and older. Children under the age of 14 must be accompanied and supervised by an adult at all times and may not independently operate any specified
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MakerSpace equipment.

- c) Participation in a 3D printing, Cricut, Button maker, or Die Cutter orientation session, online or in-person, is mandatory before use of the machines.
- d) Patrons must sign an agreement (see Appendix A) prior to using select equipment in the MakerSpace, including the 3D printers.
- e) Use of the 3D printer is by appointment only, and the availability of the printer will determine the length of time available for printing.
- f) See Appendix B for 3D printing and material costs.
- g) Users (or if minors, their parents/guardians) are responsible for any fees incurred for loss or damage to Library property, not associated with normal wear and tear, that is the result of inappropriate or unauthorized use of tools, equipment, or consumable materials, or for clean-up of the tools, equipment or the space
- h) Patrons are expected to monitor the 3D printer throughout the process.
- i) 3D printers may not be used to print weapons, weapon components, keys or materials that are subject to copyright.
- j) 3D printers will be housed in a public area, and the user and their print job will be visible to staff and members of the public.
- k) The library reserves the right to decline or discontinue any print job, subject to library policies.