

PERTH EAST PUBLIC LIBRARY

POLICY TYPE: OPERATIONAL

POLICY NUMBER: OP- 09

POLICY TITLE: MAKERSPACE POLICY

APPROVAL DATE: APRIL 2018

DATE OF LAST REVIEW:

DATE OF NEXT REVIEW: APRIL 2022

The Perth East Public Library provides a Makerspace to support its mission to be recognized as a primary source in the community for informational and technological resources. The use of the Perth East Public Library Makerspace is governed by the following policies.

Section 1: Conditions of Use

1. The Library's Makerspace may be used only for lawful purposes and cannot be used to create material that is:
 - a. Prohibited by local, state, or federal law.
 - b. Unsafe, harmful, dangerous or poses immediate threat to the well-being of others
 - c. Obscene or otherwise inappropriate for the Library environment.
 - d. 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.
2. Makerspace is open to everyone with a valid Perth East Public Library Card.
3. Makerspace is open one afternoon and one evening per week, and one Saturday per month.
4. To use the Makerspace, all patrons must read and sign the Makerspace Policy, stating that they will abide by the rules and regulations of the policy or risk not being permitted to enter the area. Each time a patron visits the Makerspace thereafter they must sign the Makerspace Guest Book.
5. 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 determine by Library staff.

Section 2: Makerspace Agreement

1. Patrons must have a current Perth East Public Library card to use the Makerspace.

2. Prior to using the Makerspace Patrons must read and sign the Makerspace Policy, stating that they will abide by the rules and regulations of the policy or risk not being permitted to enter the area.
3. Each time a patron visits the Makerspace thereafter they must show their library card to staff on duty and sign the Makerspace Guest book.
4. All visitors to the Makerspace must comply with the Library's rules and regulations, including the Public Internet Access Policy.
5. The Makerspace will be available for use during Makerspace hours. The Makerspace is open one afternoon and one evening per week, and one Saturday per month. These hours are subject to change.
6. Makerspace equipment is on a first-come, first-served basis. Use of equipment is limited to 30 minutes per patron
7. Reservations for the Makerspace equipment may be made by contacting the Library at 519-595-8395 or by email at pel@pcin.on.ca. When reserving the Makerspace or its equipment, scheduled Library programs have priority, followed by the patrons who have made a reservation ahead of time. If the Makerspace room or its equipment is not reserved, it will be made on a first-come, first-served basis, subject to staff availability.
8. Patrons aged 12 and up may use the Makerspace independently. Patrons aged 12 and under may use the Makerspace if supervised by a parent/guardian at all times.
9. Library staff are available for limited assistance. Staff are not experts, but will assist as much as they are able to, and as time permits.
10. Patrons are welcome to bring in their own materials for use with the Makerspace equipment. When doing so, patrons must show materials to Library staff before using it to make sure it can be used safely with the appropriate piece of equipment.
11. The Library will house a small amount of materials that Patrons may purchase from the Library. Any charges that are applied for an event in the Makerspace are simply to cover Perth East Public Library's costs. The Patron acknowledges that the Library is only able to provide a limited amount of consumable supplies and materials.
12. The Library is not responsible for any damage to a Patron's materials or files, or for any manufacturing defects.
13. Makerspace equipment may not be left unattended while it is in use.
14. All equipment must stay within the designated Makerspace area, unless Staff permits otherwise. Theft or robbery will not be tolerated and will result in immediate expulsion from the Makerspace area.
15. Any issues or accidents are to be immediately reported to a Library staff member.
16. Equipment used in the Makerspace is to be returned in the same condition as it was issued, barring normal wear and tear. All items must be returned clean. The Patron

- agrees to pay for the loss of or damage to any equipment and further agrees to accept the Library staff's assessment of fair restitution for damage or loss of items.
17. Equipment used in the Makerspace must be returned to its original location. Storage units are properly labelled in order to facilitate the proper return of items.
 18. The Patron agrees to take precautions to avoid causing unnecessary mess or damage in the Makerspace. The Patron agrees to clean up their workspace following use, returning the workspace to its original state.
 19. Patrons will be respectful of each other's projects and workspaces.
 20. The Library is not responsible for any injuries caused by improper use of equipment.
 21. No food or drinks are permitted in the Makerspace area.
 22. If you wish to make any suggestions for equipment or programs for the Makerspace, please fill out the Makerspace Suggestion for Purchase Form.
 23. The Makerspace is an evolving resource; therefore, this policy is subject to change without notice.

Section 3: Makerspace Donation Guidelines

The Library is highly appreciative of any donations to the Makerspace. Consumable materials are a significant cost to the library and therefore donations are helpful.

1. All donations must be approved by the Library CEO
2. The Library reserves the right to refuse any donations to the Makerspace, as well as remove any items that are no longer useful.

Makerspace Agreement

By signing this Policy, I indicate that I have read and understand the terms of this Policy and Agreement and voluntarily accept to abide by it when using the equipment.

Borrower's name (printed)

Date

Borrower's Signature

Parent or Legal Guardian's Signature (if under 18)

Name

Date

Signature