



Campbell County Public Library (CCPL) – Rules for Using the Adult Makerspace

Eligible Users

Every individual using the Makerspace and its resources agrees to abide by these CCPL Makerspace Rules as well as all CCPL Library Policies. Users below 7th grade must be supervised by a parent or guardian over the age of 18 at all times.

General Rules

1. Users of the Makerspace will abide by all Library use policies as well as the Makerspace Rules. Failure to follow all rules and policies can result in loss of Makerspace use privileges or additional consequences as provided by Library policies.
2. There is no food or drink allowed in the Makerspace area.
3. Users will clean up after themselves after using the space and will leave all Makerspace resources in the same working order as at the start of the utilization of the equipment or resource.
4. Some equipment is available for individual use, some equipment requires staff assistance at all times, and some equipment allows for the use of more than one user at a time. All users of the Makerspace equipment, when they begin using the equipment, agree to all Makerspace Rules outlined within this document.
5. The Makerspace is reserved specifically for memory keeping, creating, inventing, and learning while using the equipment within the space. Individuals and groups seeking a space to read, relax, study, or do other work not needing Makerspace equipment are welcome to use other areas of the Library.
6. Users will actively monitor their projects during production. Equipment will not be left unattended while it is running.
7. Gifts or donations to the Makerspace follow the CCPL Collection Development Policy. Due to limited space in the Makerspace, equipment donations that help support our mission and services are gratefully accepted with the understanding that they become the property of the Library and that they may be added/declined or removed at a later date.
8. The library reserves the right to refuse any Makerspace requests, or revoke Makerspace privileges at any time.

Training

Staff has limited available for assisting operation of Makerspace equipment. Users will indicate need for introduction to equipment when reserving the room. This may delay reservation approval until

after a one-on-one with staff can be scheduled. Basic training materials are available in the space with staff able to aid in locating additional training resources upon request.

When using a piece of Makerspace equipment, the users are certifying that they can use it in a safe and proper manner. It is the responsibility of the users to ensure understanding and usage of proper methods for the safe and intended use of the equipment and any other resources they elect to use.

Some tools and equipment may require individuals to participate in mandatory Safety & Use Training prior to use. Patrons will be granted access to those tools and equipment once certification training has been completed and confirmed by Library staff.

Consumable Materials

Using the Makerspace equipment is free of charge. Some projects may require the use of consumable materials. The Library provides materials at a cost for the 3D printer, all other consumable materials must be provided by the user and **must be approved by Library staff before being used with any Makerspace equipment.**

Availability

All equipment is available by reservation, with a maximum of two reservations allowed at a time per individual. As some equipment impedes the use of other equipment in the space, only one equipment reservation will be allowed at a time. If a user runs out of time and there is no other reservation of the space that day, their time may be extended by a staff member.

Makerspace reservations must be made via the library calendar system at least 48 hours in advance. All reservations are subject to review by staff before confirmation.

Personal Property of Users

The users understand that the Library is not responsible for any personal property, including files, that are lost, stolen, or damaged within the Makerspace or the Library. Projects and creations made in the Makerspace are the personal property and solely the responsibility of the users.

The Library is not liable or in any way responsible for items created within the Makerspace. This includes but is not limited to a project or creation that does not provide expected results, has defects, or is destroyed – no matter the cause. Users understand that the Library is not responsible for any manufacturing defects, staff errors, or the quality of workmanship produced by Makerspace resources.

Safety and Responsible Use of Makerspace and its Resources

The safety of our patrons and staff is always our priority. All safety guidelines must be followed. Individuals who fail to comply with safety guidelines will be asked to leave.

The users agree to only use equipment they are comfortable using in a safe and proper manner. The users will utilize appropriate protective gear, take appropriate safety measures, and always exercise caution when using the Makerspace.

The users agree that should there be a question of proper use of anything in the Makerspace, they will consult a library staff member or the proper manual for clarification.

Users will avoid behavior that may put themselves or others at risk of harm to the body or personal property or that may cause damage to the Makerspace, its resources, or the Library. Users will report behavior that is negligent, reckless, or which may cause harm to people or property.

Users will discontinue use and notify Library staff immediately of any issues or problems that arise with any of the equipment or resources within the Makerspace. Users will not attempt to repair anything themselves.

The use of equipment and resources in the Makerspace involves a certain degree of risk that could result in injury, death, or loss or damage to a person or property, and such risks are posted in the Makerspace. The Library is not responsible for any harm or injury to individuals or third parties incurred as a result of any usage of the Makerspace equipment or other resources. By agreeing to these guidelines, and/or using Makerspace equipment, the users agree to hold harmless and to release and waive all claims associated with the activity which they may have against CCPL, its employees, officers, directors, agents, or volunteers.

Financial Responsibility

The users accept sole responsibility for their actions while using the Makerspace and while participating in any class or program with its equipment or resources.

The users shall be financially responsible and liable for any property damage and/or personal injury they cause, whether to the Library or their parties, during their use of the Makerspace.

Users shall pay for any expenditure incurred by the Library due to their improper use of the Makerspace, including but not limited to, any costs associated with the replacement, reprogramming, or recalibration of Makerspace resources, or additional cleaning of the space. Payment shall be made within thirty days of notice from the Library of the damage which itemizes the costs. Users agree to be responsible for all costs associated with any necessary collection efforts, including legal fees.