

MAKERSPACE POLICY

Purpose:

To establish the rules and regulations for utilizing the Makerspace and its equipment within the Safford City – Graham County Library.

Definition:

Makerspace – For the purpose of these guidelines, a makerspace is a workspace where individuals with common interests in technology, science, art, and entrepreneurship meet, create, and collaborate. Additionally, the Makerspace will exist to:

- Foster exploration and participatory learning
- Facilitate hands-on informal learning opportunities
- Gain access to the latest technology to encourage entrepreneurship

Policy:

A. Requirements:

To use Makerspace services, the individual(s) must:

- Have a library card in good standing
- Have successfully completed all necessary training for the requested service or equipment
- Sign the makerspace waiver. If under eighteen (18) years of age, a parent or legal guardian must sign the waiver, along with the individual
- Individuals must be at least twelve (12) years of age to use the equipment

B. General Use

The Makerspace is open during posted hours. Some aspects are only available with the assistance of trained library staff, volunteers, or by appointment. In addition to open opportunities, there will be guided programs led by staff, volunteers, or members of the community.

Those participating in the Makerspace must abide by all library policies including the [Customer Conduct Policy](#) and the [Electronic Resources Policy](#).

Groups may schedule a training or demonstration of any equipment in the Makerspace. To schedule a training and/or demonstration, please contact the Library. Trainings and/or demonstrations will be offered based on staff availability.

C. Equipment Use

1. Equipment reservations must be approved by Library Staff.

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2. Equipment can be reserved up to fourteen (14) days in advance.
3. If individuals arrive more than fifteen (15) minutes after their reservation start time, their reservation will be cancelled.
4. Projects must be completed during an individual's reserved time slot. If it is not completed, Library Staff will terminate the project and charge any applicable costs to the library account of the individual who has reserved the time slot if the individual is eighteen (18) years of age or older or to the account of the parent or legal guardian of the individual who has reserved the time slot if the individual is less than eighteen (18) years of age.
5. Library Staff will not intervene to correct errors if an individual leaves the Makerspace during a project. Any applicable material costs will be charged to the individual's library account.
6. All equipment must be turned off when the reserved time slot expires. Projects must be completed at least fifteen (15) minutes prior to the Library closing.
7. All materials used with Makerspace equipment must be pre-approved by Library Staff.
8. Makerspace equipment is prohibited from being used to manufacture, develop, or create any object that could be deemed a deadly weapon, defined as any weapon, instrument, or object capable of being used to inflict bodily injury or death.
9. When creating digital content, individuals must bring their own storage device (USB, online service, etc.) to save content. Makerspace computers do not retain individual work or projects.
10. Refunds will not be issued for materials created with Makerspace equipment that does not satisfy individual user expectations.
11. The Library is not liable for patent infringement, trademarked or copyrighted materials that are created using Makerspace equipment.
12. Equipment cannot be removed from the Makerspace.
13. Food and drink are not allowed in the Makerspace.

D. Costs – Will be charged at the end of a project and/or if a project is not completed by the end of the time allotted.

- Filament: \$0.70 per ounce
- Adhesive Vinyl: \$0.75 per square foot

E. Safety

1. Goggles, gloves, ear protection, and masks are available for use. It is the responsibility of the individual to use the proper safety equipment for their project.
2. Remove or fasten any loose clothing and/or jewelry
3. Tie back or cover long hair
4. Wear closed toe shoes
5. Ensure the machine is safe to operate before use

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F. Gifts and Donations

Items and materials may be accepted for use in the Makerspace with the understanding that all donated materials become the property of the Library. The Library has the sole discretion to determine whether material will be added to the Makerspace, to refuse any gift or donation to the Makerspace, as well as remove items that are no longer of use.

G. Enforcement and Consequences

Individual use of the Makerspace may be suspended or terminated due to the following:

- Equipment is found to be damaged or missing components after use
- Equipment usage guidelines are not followed
- Fees owed for previous projects and/or services have not been paid

Any damage to equipment or materials will result in a charge to the library account of the individual who has reserved the time slot if the individual is eighteen (18) years of age or older or to the account of the parent or guardian of the individual who has reserved the time slot if the individual is less than eighteen (18) years of age.

This policy will be enforced in a fair and reasonable manner. Library staff will intervene to stop prohibited use of equipment and resources. Law enforcement will be contacted if any customer uses Library equipment for what appears to be unlawful.

H. Appeal:

Suspension of Makerspace privileges may be issued and may be appealed to the Library Director within seven days after the suspension. A suspension will remain in effect for the stated duration unless overturned or modified by the Library Director. The Library Director's decision is final.