



NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT MAKERSPACE POLICY

STATEMENT OF PURPOSE:

The purpose of the North Lake County Public Library District's Makerspace Policy is to establish usage procedures for the space and equipment available to the public.

PUBLIC USE OF THE ROOM:

The makerspace is available at no charge for patron use on a reservation basis for up to four hours per day. A patron must have a library card in good standing and be at least 15 years old to reserve and use the room. Children younger than 15 must be accompanied by an adult. No more than three people may use the room at one time. The room is intended to be used for creative endeavors such as sewing, painting, crafting, etc. and not for general meeting or study use. The room is to be left clean and in the same or better condition than it was found. Failure to clean up may result in revocation of user privileges.

PUBLIC USE OF THE EQUIPMENT:

The Library offers several specialized pieces of equipment that are available for public use. The list of available equipment is ever changing and varies in difficulty of use. The Library may determine that a test of skills is required prior to using the equipment unsupervised. Patrons are expected to either provide their own materials or in some cases where specific materials must be used, to pay a fee based on the library's cost, staff time required and amount of materials used, as determined by the Director. Objects left behind beyond 14 days may not be retained. No refunds will be given. A patron must have a library card in good standing and be at least 15 years old or under adult supervision to use the equipment. Some pieces of equipment may only be operated by library staff or authorized volunteers using digital files provided by the patron. No continuous project (i.e. a 3D printed object) may exceed a library business day and all objects must complete within an 8-hour period.

Makerspace equipment may not be used to create objects that are dangerous or harmful to others (including weapons or parts of weapons), may infringe upon another's property rights, are obscene or otherwise inappropriate for the library environment, or that are considered illegal. The Library may refuse to print any object at its discretion. The Library does not guarantee a successful outcome. Any damage done to makerspace equipment intentionally will result in immediate expulsion from the library for a time period determined by the director based on severity, and permanent loss of makerspace use. The Library may seek restitution for costly repairs or losses due to negligence.

RIGHTS, RESPONSIBILITIES AND PRIVACY:

Patrons agree to assume all responsibility for, and shall hold the Library harmless in all matters related to patented, trademarked or copyrighted materials. The Library is not responsible for any damage, loss, or security of data arising from the use of its computers or network, nor for the functionality or quality of content produced on any makerspace equipment. There is no

expectation of privacy while using the makerspace. Injury may occur from improper use of makerspace equipment. Patrons shall use the makerspace equipment at their own risk. An agreement must be signed prior to use of the equipment.

POLICY REVIEW AND UPDATE:

It is the responsibility of the library's Board of Trustees and Library Director to review and update this policy. The policy will be reviewed every four years.

This policy was adopted by the North Lake County Public Library District Board of Trustees on July 23, 2024.

Signed:

Allen Bone, Board Chair
Abbi Dooley, Library Director