Library Makerspace

Purpose

The Auburn Public Library will develop and maintain space and equipment to serve as a "makerspace" to the Auburn community.

Guidelines

The Library Director shall establish procedures for the use of library facilities and equipment as a makerspace.

Use of the makerspace is limited to Auburn Public Library cardholders in good standing.

Anyone using the makerspace and/or its equipment must follow all established Library Board policies. Failure to comply with Library Board policies and/or library procedures may result in suspension of privileges.

The number of people using the makerspace room may not exceed the posted capacity of the space.

Furniture may not be arranged in a manner that obstructs exits, aisles, fire equipment or accessibility features.

Makerspace hours will be determined at the Library's discretion based on library operating hours and staff availability. Library activities utilizing the makerspace room will be given priority.

The Library reserves the right to charge fees for the use of makerspace tools, equipment and/or materials. All fees for the use of makerspace tools, equipment and/or materials are non-refundable and set at the discretion of the Library.

All equipment in the makerspace is provided on a first-come, first-served basis, with reservations available up to 30 days in advance. Users may reserve makerspace equipment through the Library's reservation platform or library staff. All makerspace users must check in with library staff upon arrival.

Only materials and devices that have been pre-approved by library staff may be used in conjunction with makerspace equipment. Users must consult with library staff before bringing in outside materials or devices to ensure compatibility with the available equipment.

All work done on makerspace equipment, including public computers, may be saved only on the user's personal external storage device. Any user files saved to the Library's computers or equipment will be purged at the end of each day.

Makerspace equipment may be used for lawful purposes only. Users are not permitted to use makerspace tools, equipment and/or materials for projects or to produce any materials for which the Library determines in its sole discretion:

- Violate local, state or federal laws or regulations or facilitate the violation of any local, state or federal laws or regulations;

- Look like, function as or appear to function as a gun, knife or other weapon(s) or parts thereof;
- Appear unsafe, harmful, dangerous or otherwise pose a threat to the health or safety of others;
- May be construed as obscene;
- Potentially or actually violate the intellectual property rights (patents, copyrights, etc.) of any person or entity.

The Library reserves the right to decline, terminate or suspend any project at any time and at any stage of the project and is not obligated to provide or permit a completed project for any person. The library makerspace and provided tools, equipment and/or materials are not intended for commercial use. Individual users are responsible for ensuring that they have permission to use and/or edit any material that may be subject to copyright. Use of the City of Auburn or the Auburn Public Library logo is prohibited.

Safety and Training

Mandatory training is required for tools and/or equipment prior to use. Safety supplies will be available in the makerspace and must be used as directed.

Users are required to sign a waiver and release agreement. Minors under the age of 18 must have a parent or legal guardian sign the waiver and release agreement in person at the Library.

Users must secure loose clothing, jewelry and/or long hair prior to using any library makerspace tools and/or equipment.

Some of the equipment located in the library makerspace may contain aspects, parts or components that could cause injury to the user if all rules, policies, procedures and restrictions are not followed.

All makerspace equipment is provided by the Library “as is” and used at the user’s own risk. The Library does not warrant that the equipment provided is suitable for any particular use.

Modification of any makerspace tools, equipment, hardware and/or software is strictly prohibited.

By entering the makerspace and using any tools, equipment and/or materials located within the makerspace, the user accepts and agrees that the Library is not responsible for any manufacturing defects or for the quality of workmanship of any of the tools, materials and/or equipment supplied by the Library.

The following age restrictions are in place for the use of library makerspace equipment:

- Ages 8 – 11 may work with an adult who has been trained in the use of makerspace equipment but may not operate equipment themselves that is not specified by the manufacturer as safe for their age.
- Ages 12 – 15 may operate makerspace equipment on which they have been trained with the assistance of a trained adult.

- Ages 16 and older may operate makerspace equipment on which they have been trained.

Notwithstanding the foregoing, the following makerspace equipment, specifically designed for use by children, may be exempt from the age restrictions set forth in this policy, provided that such equipment is used in accordance with the manufacturer's safety instructions and age recommendations and under the direct supervision of a trained adult:

- Chomp Cardboard Saw
- Low Temp 3D Pens

Damages

Theft or unauthorized removal or duplication of any makerspace tools, devices, materials and/or equipment may result in loss of privileges, at the discretion of the Library. The Library reserves the right to contact local authorities if potentially unlawful activity is suspected.

Users may be held responsible for the repair and/or replacement cost of missing or damaged library property.

The Library is not responsible for damages to user projects, files or other materials.