

Maker Lab Policy

Adopted 12/27/2022

The Central Library Maker Lab is a space for learning and exploration. It provides patrons with access to technology and tools for creation. While some tools may require additional training before use, most Maker programs are designed to accommodate all skill and experience levels. The Maker Lab is intended for programming and patron use, which may include drop-in hours and events with community partners.

All Maker Lab tools and hardware are free to use, with an assortment of consumable materials also. Patrons are encouraged to bring their own materials for projects on all machines with the exception of the 3D printer. No outside filament may be used on these machines. Any outside material must be approved by library staff before use to reduce risk of damage to machines or harm to users within the Maker Lab. Users are responsible to pay any costs for use of machines, materials, and supplies provided by BCPL.

Visitors may not imply library sponsorship or endorsement on any product created in the Maker Lab. The Maker Lab and its tools 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.

Users over the age of 18 are welcome to use the Maker Lab spaces independently after attending a training session with staff, and reading and signing the Maker Lab Waiver. Users ages 13-17 must attend a training with staff and have an adult guardian sign the Maker Lab Waiver. Users age 8-12 must be accompanied by an adult while using the Maker Lab, except during Library scheduled programming.

The Maker Lab is governed by the following policies and procedures:

- Visitors must adhere to the Library's Rules of Conduct while in the Maker Lab and on Library property.
- Users must have a valid BCPL library card in good standing to use the Maker Lab.
- Maker Lab equipment may not be left unattended while in use.
- The Maker Lab may only be used for lawful purposes. The public is prohibited from using the Maker lab equipment to create material that is:
 - Prohibited by local, state, or federal law;
 - Unsafe, harmful, dangerous, or poses an immediate threat to the wellbeing of others;
 - Obscene or otherwise inappropriate for the library environment. Creating content that contains hate speech or creating weapons is strictly prohibited. Users are expected to create content that is appropriate for the space and audience;

- In violation of another’s intellectual property rights. Users are responsible for abiding by copyright and patent law. Users may not use the intellectual or artistic work of others without the permission. Each user is personally responsible for appropriate and legal use of Library tools.
- Users must attend a mandatory training by Library staff in order to use the Maker Lab equipment.
 - Each piece of equipment has a separate mandatory orientation and workshop focusing specifically on that equipment which must be attended once. Afterwards the user’s authorization will be on file.
 - Users may not use the aforementioned equipment until the orientation, workshop, and authorization have been completed.
 - Users must attend these trainings sessions in person.
- Safety is our first concern. Users are expected to use all items in the Maker Lab properly and safely, and to utilize all spaces in a fashion that does not damage BCPL or other users’ property. Any accidents, including damage to BCPL property, must be reported immediately. BCPL is not responsible for any injuries caused by the improper use of equipment.
- Users are expected to clean up after themselves, including returning items to their correct areas.
- BCPL is not responsible for any personal property or files.
- Some items may require a reservation before use. Please contact a Maker Lab Assistant for booking these items.
- Food or drink are not permitted in the Maker Lab.
- The Library seeks to recoup material costs by charging fees based on material and machine maintenance costs. These fees are subject to change.

Equipment	Prices
3D Printer	\$1.00/hour (even within the hour) 4 hours maximum
Sublimation printer	\$2.00 for 8.5” x 24” \$.50 for each additional 2”

- BCPL is not responsible if a project is destroyed, does not print correctly, or does not work. The user understands that BCPL is not responsible for any manufacturing defects of the quality of workmanship of any of the tools, materials, or equipment supplied by the Library.
- Users will not modify the Maker Lab’s hardware or software, or install new programs onto the computers.
- Library equipment cannot be removed from the Maker Lab.
- BCPL reserves the right to display photographs of printed objects on the Library’s website and social media. Special consideration for patent or copyright reasons will be considered by the Library Director.
- BCPL reserves the right to deny Maker Lab access if a patron violates any part of the Maker Lab or and other BCPL policy, or for any other misuse of the space, as determined by library staff.

- BCPL reserves the right to halt, delete, or disallow the creation of items that violate Library policies, including the creation of weapons, obscene material, or illegal items.
- Users of the Maker Lab must wear closed toe shoes at all times.

Users may be asked to leave the Maker Lab or Library property at large if they fail to comply with any of these rules.

Procedures:

1. The Maker Lab will be locked when not in use.
2. The Maker Lab closes an hour before the Library closes on Tuesdays – Thursday, and 30 minutes before the Library on Fridays and Saturdays.
3. Users must check in with the Maker Lab Assistant on duty, using their library card, each time they use the Maker Lab.
4. Users are expected to clean up after themselves, including returning BCPL hardware and supplies to their proper locations.
5. When machines are out of order, staff will attempt to contact users. This courtesy cannot be guaranteed.
6. Any work saved on Library computers will be deleted and cannot be recovered. Users must save their files to an external storage device or online storage location.
7. This Maker Lab is provided to promote creativity, innovation, and technology education. The Library encourages users to learn new skill sets.
8. Reservations are required for the following equipment:

Equipment	Daily Maximum Reservation Limit
3D Printer	4 hours with 1 hour minimum
Sewing Machine	4 hours
Cricut	2 hours
Heat Press	1 hour
Sublimation Printer	1 hour

9. Reservations may be extended at staff discretion if there is no waiting list.
10. Reservations will be canceled for anyone late 5 minutes or more.
11. When reserving the Maker Lab equipment, scheduled Library programs have priority, followed by users who have made reservation ahead of time. If the equipment is not reserved, it will be made available at the discretion of the Maker Lab staff.

Maker Lab Agreement

By signing this agreement, I indicate that I understand the terms of this Policy and Procedures and agree to abide by it when using the equipment.

User's Signature

Date

User's Name (Printed)

Email Address

Telephone Number

Parent or Responsible Adult's Signature (if under 18)

Parent or Responsible Adult's Signature

Date

The Library reserves the right to change this policy at any time.

**Bullitt County Public Library Maker Lab
Liability Waiver**

You are required to read the following information very carefully and make sure that you understand it fully. You must sign this waiver before participating in any Maker Lab activity or program.

I, _____, am fully aware that participation in the Bullitt County Public Library Maker Lab may result in risk of personal injury or harm. In consideration of being granted the opportunity to participate, I hereby agree to release and hold harmless the Bullitt County Public Library, its officers, employees, volunteers, committees, and boards, from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law.

This indemnification and hold harmless agreement shall include protection against all odds (including without limitation, reasonable attorney's fees and court costs), expenses and liabilities in or in connection with any claim or proceeding brought thereon and in defense thereof.

I have read and understand this liability waiver, indemnification and hold harmless form and I voluntarily sign it. I hereby give permission to the Bullitt County Public Library for emergency transportation and/or treatment in the even of illness or injury and this release extends to any liability arising in connection with such transportation and/or treatment. I further certify that I am in good physical condition, and have no medical or physical conditions that would restrict my participation in this activity or program.

Print Name

Date

Address

Email address

Telephone Number

Signature