Maker Lab Policy

Adopted 12/27/2022
Revised 8/26/2025

The Bullitt County Public Library (BCPL) Central Library Maker Lab is a space designed to foster creativity, innovation, and exploration. The Maker Lab provides patrons access to technology and a variety of tools for learning and creation. While some equipment requires training before use, most Maker programs are designed to accommodate all skill and experience levels. The Maker Lab is intended for programming and public use, including drop-in hours and community partner events.

General Use

- All Maker Lab tools and hardware are free to use. Some consumable materials are provided; however, users may bring their own materials except for 3D printer filament, which must be supplied by BCPL.
- Any outside material must be approved by Maker Lab staff before use to prevent damage or safety concerns.
- Users are financially responsible for the cost of BCPL-provided materials and machine usage.
- Patrons may not imply library sponsorship or endorsement of items created in the Maker Lab.
- The Maker Lab is not intended for commercial use.
- Patrons are responsible for ensuring they have rights to use any copyrighted or trademarked content.

Eligibility and Supervision

- **Ages 18+**: May use the Maker Lab independently after signing the Maker Lab Waiver.
- **Ages 13-17**: May use the Maker Lab independently after submitting a waiver signed by a parent or guardian.
- **Ages 8-12**: Must be accompanied by an adult unless participating in a library-supervised program.
- Children under 8 are not permitted in the Maker Lab unless otherwise approved for specific programs.

Policies and Conduct

The following policies and procedures govern the Maker Lab. All users must:
- Follow the Library's Rules of Conduct.
- Have a BCPL library card in good standing.
- Never leave equipment unattended while in use.
- Use the Maker Lab may only for lawful purposes, and may not create:
  - Items prohibited by law.
  - Unsafe, dangerous, or threatening materials.

- - Obscene or inappropriate content, including hate speech or weapons.
    - Items that violate copyright, trademark, or other intellectual property rights.
- Use tools and equipment safely and appropriately.
- Immediately report accidents or equipment damage to staff.
- Clean up their workspace and return equipment to its designated place.
- Refrain from bringing food or drink into the Maker Lab.
- Not attempt to modify Maker Lab hardware or software.
- Not remove Maker Lab equipment from the room.

Liability and Disclaimers

- BCPL is not responsible for:
    - Personal property or files left in the Maker Lab.
    - Projects that are destroyed, fail to print, or function improperly.
    - Manufacturing defects in equipment or materials.
- Files saved on library computers are not guaranteed to be stored.
- Users are fully responsible for:
    - Safe operation of all equipment.
    - Any damage to BCPL equipment caused by misuse.
    - Ensuring the legality of all content and designs they create.

Reservations and Scheduling

Patrons are encouraged to schedule their Maker Lab sessions in advance to guarantee access to equipment and staff assistance. Walk-in use is welcome; however, priority will be given to those with reservations.
Reservations can be made:

- In person in the Maker Lab at the Central Library
- By telephone, (502) 543-7675
- Online through the Library's website

BCPL staff may limit usage time based on demand and equipment availability. Group or special project requests may require additional coordination with staff.

Fees

Fees are subject to change based on material and maintenance costs.

Content Display and Retention

- BCPL reserves the right to photograph and display images of completed projects on the its website and social media platforms.
- Special request to withhold project images for patent or copyright reasons may be submitted to the Library Director.

- Completed projects will be retained for **7 days**. After that, unclaimed items will be removed. Repeated failure to collect projects may result in temporary suspension of Maker Lab privileges.

Procedures:

1. The Maker Lab remains locked when not in use.
2. The Maker Lab closes one hour before the Library Monday through Saturday and is closed on Sundays.
3. Maker Lab staff will attempt to notify users of equipment outages, but notification is not guaranteed.
4. The Maker Lab is intended to promote innovation, creativity, and technology education for the community.
5. Reservations may be extended at staff discretion if there is no waiting list.
6. Reservations will be canceled for anyone late 5 minutes or more.
7. When reserving the Maker Lab equipment, scheduled Library programs have priority, followed by users who have made reservations ahead of time. If the equipment is not reserved, it will be made available at the discretion of the Maker Lab staff.

Policy Enforcement

BCPL staff reserve the right to:

- Deny or revoke Maker Lab access for any policy violations.
- Require any user to leave the Maker Lab or Library property for failure to comply.
- Halt or delete projects that violate library policy