

Appendix H1: Makerspace Policy & User Agreement

Purpose

The LJCLS Makerspace is a cornerstone of the Library's commitment to community empowerment, innovation, and lifelong learning. By providing equitable access to emerging technologies and traditional crafting tools, the Library removes financial and technical barriers, enabling patrons to explore STEAM (Science, Technology, Engineering, Arts, and Mathematics) concepts through hands-on creation. This service supports workforce development by equipping the community with essential skills in digital literacy, design, and rapid prototyping, preparing patrons for success in a modern economy.

General Rules & Eligibility

- **Account Status:** Use is free and open to LJCLS cardholders in good standing.
- **Capacity:** The maximum capacity of the Makerspace is five (5) people.
- **Supervision & Age Requirements:**
 - **18+:** Independent use of all equipment upon completion of training.
 - **12–17:** Must be under the direct supervision of an adult (age 18 or older) at all times.
 - **8–11:** Permitted for observation and staff-led tours only; may not operate equipment.
 - **Under 8:** Not permitted in the Makerspace for safety reasons.
- **Certification:** Before using any tool for the first time, patrons must complete training via the "**Check Out a Librarian**" program. Certifications will be recorded in the patron's library record.
- **Code of Conduct:** Users must comply with all LJCLS policies, including the Code of Conduct and Internet Policy.

Equipment & Usage Guidelines

- **Safety & Compliance:** Equipment may only be used for lawful purposes. Prohibited items include weapons, gun components, obscene materials, or items that violate intellectual property (IP) rights.
- **Data Collection:** For grant reporting and administrative purposes, users must sign in and provide a brief project description for each session.
- **3D Printing & Technical Limits:**
 - **Files:** Users are responsible for their own designs (.stl, .obj, .gcode).
 - **Precision:** The Library does not guarantee precise tolerances for multi-part assemblies.
 - **Unclaimed Items:** Items not picked up within 30 days become Library property.
- **Privacy Disclaimer:** The Library reserves the right to review all digital files before printing. There is **no expectation of privacy** in the Makerspace.

Fees & Costs

- **Tool Use:** Use of most equipment is free. There may be a nominal use charge for some equipment.

- **Consumables:** Fees are charged to cover the cost of consumable materials (filament, vinyl, etc.) supplied by the Library.
 - **3D Printing:** Minimum fee of \$0.50. Payment is based on weight and filament type, due prior to printing.
 - **Personal Property:** The Library is not responsible for damage to or theft of personal property or electronic files.
-

Acknowledgment of Risk and Release (Waiver)

As a voluntary participant in the LJCLS Makerspace, I agree to the following:

1. **Assumption of Risk:** I acknowledge that the Makerspace contains tools and equipment that pose inherent risks of injury or damage. I knowingly assume all such risks and responsibility for losses or damages I incur.
2. **Liability Release:** I, for myself and my heirs, hereby release and hold harmless LJCLS, its Board of Trustees, employees, and volunteers from all claims, damages, or liabilities arising out of my participation in Makerspace activities.
3. **Indemnification:** I agree to indemnify and hold harmless the Library from any claims by third parties resulting from my actions in the Makerspace, including any violations of patent, trademark, or copyright law.
4. **Equipment Responsibility:**
 - **User Error:** I agree to pay for any damage to Library property caused by my improper use or negligence.
 - **3D Print Drop-off:** If I submit a design for staff to print (drop-off service), I will not be held liable for mechanical damage to the printer occurring during that print.
5. **Safety:** I will follow all safety rules and instructions. If I perceive a condition to be unsafe, I will immediately discontinue use and notify staff.

Participant Age: ☐ 18+ ☐ 12-17 (Minor) *If minor, list age:* _____

Print Name: _____

Library Card #: _____

Signature: _____

Date: _____

Guardian Print Name (if under 18): _____

Guardian Signature (if under 18): _____

Training Certification Log (Staff Use Only)

Equipment	Date Trained	Staff Initial
Sewing Machine		
Laminator		
Button Machine		
Cricut (Vinyl Cutter)		
3D Printer		
Heat Press		
Other: _____		

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Participant Age: ☐ 18+ ☐ 12-17 (Minor) *If minor, list age:* _____

Print Name: _____

Library Card #: _____

Date: _____

Guardian Print Name (if under 18): _____