



# Makerspace Use Policy

## BOARD POLICY

Pikes Peak Library District's (PPLD) makerspaces and studios promote creativity, ingenuity, and entrepreneurship by creating opportunities for individuals to collaborate, innovate, inspire one another, and generate content. The spaces support lifelong learning and the realization of ideas in a new way through technology and hands-on fabrication. Makerspaces and studios provide open access to a wide variety of equipment and tools in multiple ways, including guided exploration through classes and programs.

## I. DISTRICT PROCEDURES

- A. Patrons must be valid PPLD resident or non-resident cardholders to use the 3D printers, CNC machine, laser cutter, or to participate in any other activity that requires agreement to the Makerspace Use and Release Agreement.
- B. Machinery is available for reservation. Some tools are available to makers on a first-come, first-served basis.
- C. Patrons must return tools to their original location in a clean state, as well as clean the workspace before departing.
- D. PPLD can only provide free consumable materials on a limited basis.
- E. PPLD is not responsible if a project is destroyed, does not print correctly, or does not work. The patron understands that PPLD is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied by the Library District.
- F. PPLD reserves the right to halt, delete, or disallow the creation of items that violate Library District policies, including the creation of weapons, obscene materials, or illegal items.
- G. Only library computers may be connected to library machines, like the 3D printers, CNC machine, laser cutter, etc.
- H. Projects are subject to approval by staff prior to use of machinery. Only staff or certified patrons can run machinery. Staff must approve all patron-supplied materials before they are

used on machines to reduce the risk of damage to machines or harm to patrons within the makerspaces.

- I. PPLD upholds the copyright law of the United States (Title 17, United States Code) and the patent law (Title 35, United States Code). PPLD reserves the right to deny access to reproducing equipment, including 3D printers, CNC machine, and laser cutter if, in its judgment, use of such equipment would involve violation of copyright, patent, or other laws.
- J. When machines are out of order, staff will attempt to contact patrons with reservations. This courtesy cannot be guaranteed.
- K. PPLD is not responsible for personal property or files.
- L. The patron (or minor's parent/guardian) is responsible to pay any costs for use of machines, materials, and supplies provided by PPLD, and for all loss or damage to PPLD property or clean-up expenses. All costs are charged to the patron's library account. Failure to follow the Makerspace Use Policy can result in loss of makerspace privileges.
- M. The Library, its employees, and Trustees do not assume responsibility for personal injury or damage or loss of personal property during the patron's use of a makerspace.
- N. Covered drinks are welcome in the makerspaces. Food is not permitted.
- O. PPLD's [Code of Conduct](#) and [Internet Use Policy](#) apply to the makerspaces.

## II. GUIDELINES

- A. Prior to using makerspaces, adult patrons must acknowledge and agree to a [Creative Space Use Agreement and Release of Liability](#) and verify their identity with a valid photo ID and library card. (Adult patrons with a legal guardian should have that individual sign the Use and Release Agreement.)

Minor patrons must have an adult parent, guardian, or other person with appropriate legal authority sign the [Makerspace Use and Release Agreement for Minors](#). Parents/guardians are welcome to tour the makerspace area to become familiar with the facilities and equipment and evaluate use by a minor child, and PPLD staff are happy to answer parent/guardian questions.

- B. Patrons need to check in with the staff member on duty, using their PPLD library card each time before using the space.
- C. Patrons with blocked accounts can continue to use the free makerspace services but cannot incur additional costs.

- D. Patrons must be at least 9 years old to be in makerspaces. Patrons under the age of 12 must be accompanied by a parent or guardian at all times. Exceptions may occur in cases of library staff-led programming specifically developed for younger patrons. Patron/guardian supervision is welcome for all minors over the age of 12.
- E. Patrons must participate in mandatory safety and use trainings in order to use certain tools and machinery. They may not use these tools until certification training has been complete, as confirmed by PPLD staff.

When using a tool that does not require certification, the maker is certifying that he/she is capable of using that item in a safe and proper manner.

Staff is available to assist in explaining operation of tools and equipment as time allows and will make materials (such as manuals) available upon request.

- F. Patrons with disabilities who need special arrangements or accommodations should notify staff at the location of interest as far in advance as possible before their expected time of use.
- G. PPLD provides patrons with access to safety supplies in the makerspaces. Safety is a priority.

Some tools require specific safety gear as described in certification training. All safety gear must be worn as appropriate.

Certain items may also require hair and any dangling items, like jewelry, to be secured or covered before use.

Appropriate closed-toe shoes and clothing must be worn in the makerspaces.

- H. Patrons should report any tool or piece of equipment that is unsafe or in a state of disrepair. The patron must immediately discontinue use of the tool or equipment and notify PPLD staff.

Patrons should report any accident or incident that occurs to a staff member.

Patrons should report any unsafe behavior by anyone to staff.

- I. Patrons agree to take precautions to prevent avoidable mess or damage in the makerspaces. Patrons agree to minimize waste of materials.

### **III. TOOL DONATION GUIDELINES**

- A. Discuss large donations, or those involving equipment, with staff in advance. Please call the Library to speak with a team member in Creative Services.

*Pikes Peak Library District: Makerspace Use Policy*

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- B. Small tool donations can be brought to Library 21c at the 2nd floor makerspace desk during regular business hours.
- C. Tools must be donated in clean, good, working condition.
- D. PPLD has limited space and reserves the right to retain the tools that will help to build our tool library, as well as remove the donations that will not work for our use. Donations may also be sent to other locations that need certain tools for a related project or program.
- E. Any donation and/or equipment are receipted through the PPLD Foundation, a 501c3 organization as designated by the IRS.
- F. Receipt forms to complete for tax purposes are available upon request.