



## **Pikes Peak Library District Makerspaces**

### **BOARD POLICY**

Pikes Peak Library District 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 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 Pikes Peak Library District resident or non-resident cardholders to use the 3D printers, CNC machine, laser cutter, or any other activity that requires a signed waiver. (link to waiver)
- B. Tools and machines are available to makers on a first come, first served basis. Some items are available for reservations at Library 21c.
- C. Tools used in the space must be returned by the patron to their original location in a clean state. The workspace also needs to be cleaned before the maker leaves.
- D. Pikes Peak Library District is only able to provide free consumable materials on a limited basis.
- E. Pikes Peak Library District is not responsible if a project is destroyed, does not print correctly or does not work. The patron understands that Pikes Peak Library District is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials or equipment supplied by Pikes Peak Library District.
- F. Pikes Peak Library District reserves the right to halt, delete, or disallow the creation of items that violate Pikes Peak 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. Machinery will be run by staff or certified patrons. 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. Pikes Peak Library District upholds the copyright law of the United States (Title 17, United States Code) and the patent law (Title 35, United States Code). Pikes Peak Library District 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. Pikes Peak Library District is not responsible for personal property or files.
- L. The patron (or minor's parent/guardian) is responsible to pay any Pikes Peak Library District costs for use of machines, materials and supplies provided by Pikes Peak Library District, and for all loss or damage to Pikes Peak Library District property or clean-up expense. All costs are charged to the patron's library account. Failure to follow the Makerspace Policy can result in loss of Makerspace privileges.
- M. Covered drinks are welcome in the makerspaces. Food is not permitted.
- N. Pikes Peak Library District's [Code of Conduct](#) and [Internet Use Policy](#) apply to the makerspaces.

## II. GUIDELINES

- A. Prior to using the makerspaces, adult patrons must complete and sign a [Makerspace Use and Release Agreement](#) and verify their identity with 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 Pikes Peak Library District 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 the spaces. Patrons under age 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 age 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 Pikes Peak Library District 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 available upon request materials such as manuals.

- F. Patrons with disabilities who need special arrangements or accommodations are requested to notify staff at the location of interest as far in advance as possible before their expected time of use.
- G. Pikes Peak Library District 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 close-toed 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 and notify Pikes Peak Library District 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.

