

## **Makerspace Policy**

### **Purpose**

The purpose of the Makerspace is to provide library patrons with access to technology and creative materials that supports their educational, professional, and personal goals and endeavors.

### **Eligibility**

The Makerspace is available to patrons with a valid library card from the Eastern Shores Library System. An adult must accompany patrons ages 9 and under at all times. Patrons 10-17 must have a parent or legal guardian sign an agreement form to use the Makerspace.

### **Conditions of Service**

Patrons must present their library card at the Adult Circulation Desk to check out the key to the Makerspace Room or the Makerspace-On-the-Go cart.

The Makerspace Room can be reserved to complete projects. Reservations will be considered forfeit if the patron is 15 minutes late for their reservation. If the room is not reserved, walk-ins are permitted on a first-come first-serve basis. The Makerspace computer shuts down 5 minutes before the library closes.

The Makerspace-On-the-Go cart is for in-house use only, will be checked out on a first-come first-serve basis, and can be taken anywhere in the Adult Library. There is no time limit. The Makerspace-On-the-Go cart must be returned to the Adult Circulation Desk no later than 15 minutes before the library closes.

Patrons are welcome to bring their own equipment or materials to use with the Makerspace. Patrons will need to provide their own external storage devices if they want to save their projects. All projects will be removed from the Makerspace after use and cannot be recovered.

The U.S.S. Liberty Memorial Public Library will assist patrons with the Makerspace to the extent that time, other duties, and patron demands will allow.

The U.S.S. Liberty Memorial Public Library does not accept responsibility for damage to the patron's personal equipment, nor the loss of data or information, nor the liability that occurs from the patron's use of the library's internet connection or library software or hardware. The U.S.S. Liberty Memorial Public Library does not accept responsibility for any personal injury caused by use of the Makerspace tools or equipment.

### **User Agreement**

First time users must have read the Makerspace Policy and sign the agreement form stating they will comply with the rules and that they are financially responsible for any misuse or damage to equipment. Patrons younger than 18 must have a parent or legal guardian sign the agreement form.

## **Makerspace Rules**

- The Makerspace Room and Makerspace-On-the-Go will be checked out to an individual using a valid Eastern Shores Library System Library Card. The individual who checks out the key or cart will be considered the main user and responsible for any damage or misuse of the equipment, even if a group is working on a project together. The main user also accepts responsibility for missing or stolen equipment during the time period when they are using the Makerspace. The main user will be subject to a charge for damaged, missing, or stolen items that includes the price of replacing an item.
- The computer is available for creating media projects and is not for web browsing.
- Patrons must respect copyright laws and licensing agreements.
- Patrons may keep certain items and materials that are used in their project (examples: paper, LEDs, coin cell batteries). A list of these items will be available on the Makerspace-On-the-Go cart.
- The Makerspace Room and Makerspace-On-the-Go cart must be left in a neat and orderly condition.

Approved by Grafton Joint Library Board, July 27, 2015.

**U.S.S. Liberty Memorial Public Library**  
**Makerspace User Agreement**

The Makerspace is available to anyone who has a valid library card from the Eastern Shores Library System. Patrons must present their library card at the Adult Circulation Desk to check out the key to the Makerspace Room or the Makerspace-On-the-Go cart. The Makerspace is available to library patrons ages 10 and up. An adult must accompany patrons ages 9 and under at all times. Patrons 10-17 must have a parent or legal guardian sign an agreement form to use the Makerspace. The Makerspace-On-the-Go cart is for in-house use only and can be taken anywhere in the Adult Library.

By signing this agreement form I acknowledge that I have read the Makerspace Policy and I agree to all of the terms and conditions set therein.

Name of Patron on Reservation: \_\_\_\_\_

Patron Library Barcode Number: \_\_\_\_\_

Patron or Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_