



# Irvin L. Young Memorial Library

## Makerspace Area 431 Policy

### I. Purpose

A place to make, share, and explore.

### II. Who can use Area 431?

- a. Anyone.
- b. Anyone under the age of 11 years must be accompanied at all times by a responsible adult.

### III. User Guidelines

- a. All library [policies](#) apply to anyone using the space.
- b. You must sign in and sign out at the Front Desk.
- c. You can sign up for 2-hour time slots to use the equipment.
  - i. Time is not guaranteed.
  - ii. Time is available on a first come, first served basis.
  - iii. Time may be extended or ended at staff's discretion.
  - iv. All work must be saved and cleaned up in the 2-hour time slot.
  - v. Area 431 is a general space and people can be in the room even if you have reserved equipment.
- d. You must check out equipment at the Front Desk.
- e. You must be trained on the equipment in order to use it.
- f. You must return items in the same condition that you received them.
- g. Noise levels must be kept to an appropriate level and headphones should be used.
- h. Makerspace laptops are for Makerspace projects only.
- i. Any issues must be reported to staff immediately.

### IV. Training

- a. Training must be done with the Makerspace Librarian on all equipment.
- b. Training times are limited to Makerspace Librarian's availability.
- c. Patrons who seem to be struggling with equipment use will be asked to retrain until the Makerspace Librarian deems them ready to use the equipment independently. They will not be able to use the equipment without Makerspace Librarian supervision until retrained.

### V. Restrictions

- a. Nothing can be made in Area 431 that:

- i. violates copyright law;
  - ii. is unlawful, abusive, obscene, or ethically unacceptable;
  - iii. is intended to physically harm or attempt to harm an animal or person in any way;
  - iv. is intended for personal, business, or organizational profit.
- b. Makerspace craft materials are not to be taken home. Projects are to be finished in the Makerspace.
- c. Food is not allowed in Area 431. Covered drinks are allowed as long as they are away from equipment.
- d. Staff may provide brief assistance in the use of any equipment
  - i. One-on-one assistance is limited to Makerspace Librarian's availability
- e. The library does not accept responsibility for any damage or destruction of
  - i. personal items used in the space, such as flash drives or personal devices;
  - ii. any projects that are damaged;
  - iii. 3D printer misprints.
- f. Theft and vandalism will result in a permanent ban from Area 431 and police involvement.
  - i. Please note that Area 431 is under video surveillance.

**VI. Fees**

- a. There is no fee to use Area 431.
- b. All items are free to use except:
  - i. 3D Printer- 20 cents per gram.
  - ii. Minc Machine- 50 cents per 4in x 4in square of foil

**VII. Donations**

- a. Donations must follow the [Donations and Discards Policy](#).
- b. All donations are appreciated, but the library holds the right to refuse items that are not needed at the time or do not fit in our space.
- c. The library reserves the right to remove any items that are no longer useful.
- d. All donations are approved by the Makerspace Librarian.

Violation of this policy will result in corrective action which may include privilege loss, a ban from the space, and police intervention.