



Whitewater
PUBLIC LIBRARY

Makerspace Policy

I. Purpose

A place to make, share, and explore.

II. Who can use the Makerspace?

- 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 can reserve some of the equipment in 2-hour time slots, including the 3D printer and Cricut machine.
 - 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. The Makerspace is a general space and people can be in the room even if you have reserved equipment.
- c. You must be trained on some equipment, including the 3D printer and Cricut machine, in order to use it.
- d. You must return items in the same condition that you received them.
- e. Noise levels must be kept to an appropriate level and headphones should be used.
- f. Makerspace laptops are for Makerspace projects only.
- g. Any issues must be reported to staff immediately.

IV. Training

- a. Training is available 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 be trained or retrained 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 the Makerspace 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 the Makerspace. 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 the Makerspace and police involvement.
 - i. Please note that the Makerspace is under video surveillance.

VI. Fees

- a. There is no fee to use the Makerspace with these exceptions:
 - i. 3D Printer- 20 cents per gram.
 - ii. Button Maker – 10 cents for small buttons and 25 cents for large buttons.
 - iii. Thermal laminator – 15 cents per pouch

VII. Donations

- a. Donations must follow the [Donations and Discards Policy](#).
- b. All donations are appreciated, but the library reserves 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.