



Weston Public Library Makerspace Policy

The Weston Public Library provides a Makerspace to support its mission to provide a broad range of informational, educational, and recreational resources to serve the diverse needs of the community. The use of the Weston Public Library Makerspace is governed by the following policies.

Patrons wishing to use the Makerspace, or any equipment contained within it, must read and sign this policy before they may use it.

Policy:

- The Library's Makerspace may be used only for lawful purposes. The public is prohibited from using the Makerspace equipment to create material that is:
 - a. Prohibited by local, state, or federal law.
 - b. Unsafe, harmful, dangerous or that might pose a threat to the well-being of others (such use may violate the terms of use of the manufacturer).
 - c. Obscene or otherwise inappropriate for the Library environment.
 - d. In violation of another's intellectual property rights. For example, the equipment may not be used to reproduce material that is subject to copyright, patent, or trademark protection.
- Patrons will not modify the Makerspace's hardware or software, or install new programs onto the computers.
- The Library reserves the right to deny Makerspace access if a patron violates any part of the Makerspace policy, or for any other misuse of the space, as determined by Library staff.

Procedure:

- All patrons aged 13 and up may use the Makerspace independently. Patrons aged 12 and under may use the Makerspace if supervised by an adult at all times.
- Makerspace equipment may not be left unattended while it is in use.
- Patrons must have a current Library card in good standing to use the Makerspace.
- The door to the Makerspace will be locked when not in use. To request access to it, a patron must show his/her Library card to the Library staff and have a completed Makerspace Policy on file.
- Some equipment will require training before a patron may use it. To be trained how to use such equipment, a patron must schedule a training session with Library staff.
- Once a patron is trained in how to use Makerspace equipment, he/she may use it independently, within age restrictions.
- Library staff will be happy to assist users of the Makerspace as time permits. The Library staff has limited availability to provide this assistance on demand.
- Makerspace tools and devices are free to use. The Library currently provides materials free of charge, but may charge a fee for materials at a later date.
- Patrons may bring their own materials to use with Makerspace equipment if they wish. When doing so, patrons should show the material to Library staff before using it so they can make sure it can be used safely with that particular piece of equipment.
- When reserving the Makerspace or its equipment, scheduled Library programs have priority, followed by Weston residents who have made a reservation ahead of time. If the Makerspace room or its equipment is not reserved by a Weston resident, it will be made available by reservation or on a first-come, first-served basis to any patron with a Library card registered in Weston, subject to staff availability.
- The Makerspace will be closed and locked 10 minutes before the Library closes. Please make sure your work is completed, all equipment is turned off and your work area is cleaned before this time.
- If the Makerspace or its equipment is found to be damaged or missing when a patron is finished using it, that patron may be subject to a fee.
- No food or drinks are allowed in the Makerspace.

- If Makerspace tools or equipment break, or if any accidents occur while using the Makerspace, let Library staff know immediately.

Guidelines:

- Follow all safety guidelines and exercise caution with all Makerspace equipment.
- The Library is not responsible for any injuries caused by improper use of equipment.
- Any work saved on Library computers will be deleted once the computer is turned off and cannot be recovered. Patrons must save their files on an external storage device.
- The Library is not responsible for any damage to a patron’s materials or files, or for any manufacturing defects.
- Be respectful of other patrons, and do not disrupt someone’s work. Be sure to clean your work area and all equipment before leaving.
- When using materials the Library has provided, be careful not to waste them. Use only as much as you need, and leave the remainder in a condition that other people may use.
- The patron must read and sign the Library’s Makerspace policy.

Computer Usage

- **The computer and Internet Use Policy applies to computer usage within the Makerspace.**

Makerspace Agreement

By signing this Policy, I indicate that I understand the terms of this Policy and Procedure and agree to abide by it when using the equipment.

Library Patron

Printed Name

Signature

Date

Phone Number

E-mail address

Parent or Legal Guardian’s Signature (if under 18)

Printed Name

Date

Signature

E-mail address

The Library reserves the right to change this policy at any time.

Initial below if you give permission to the Weston Public Library staff to take photographs of your child (if applicable) in the Makerspace or while doing Makerspace related activities for Library marketing and social media purposes. (Such permission can be rescinded at any time by contacting a Weston Public Library staff member).