

Makerspace User Policy and Guidelines

-Statement-

The PLSJ Makerspace is a place to make, create, and learn new skills. The Makerspace encourages hands-on learning and discovery to creators by advance reservations or walk-ins (if available).

-Disclaimer-

Use of the facility and equipment at PLSJ Makerspace is at the risk of the user entirely. Users agree to release and hold the library harmless from any claims for personal injury, property damage, or any other harm or loss that may result from the use of the library Makerspace. Parents or guardians assume responsibility for their children's use of the Makerspace.

-Priority for Use of Equipment-

Priority for use of Makerspace equipment shall be the following:

1. PLSJ staff
2. Individuals who have made a reservation for a specific date/time.
3. Walk-ins, based on availability.

-Before Use-

Prior to using the equipment, users are required to:

1. Read and understand the Makerspace User Policy and Guidelines
2. Sign a Release and Hold Harmless Agreement

-Reservations-

When scheduling a reservation, the following guidelines will be considered:

- Reservations may not be made more than seven days in advance.
- Reservations/Use of Makerspace is limited to 3 hours per day. Users may request additional time by speaking with a staff member. PLSJ reserves the right to extend or reduce session time at its discretion.
- Based on availability, users are limited to no more than two reservations per week.
- Work should conclude and the equipment/area be cleaned and restored 10 minutes prior to the end of a reservation time.
- Failure to arrive at a reservation within 15 minutes of the reservation time may result in a cancellation of the reservation and the equipment will be available to other users.

-General Guidelines and Expectations-

- Users are expected to treat the facility, equipment, staff, and fellow users with courtesy and respect.
- Report any malfunctioning equipment, injuries, or unsafe behavior to staff immediately.
- Users are responsible for cleaning up after themselves and returning any items or materials to their proper locations.
- Equipment is not to be moved by anyone other than staff members.
- Food and drink are not allowed in the Makerspace.
- Users must follow the PLSJ Code of Conduct.
- Failure to follow these guidelines may result in Makerspace privileges being revoked.

-Equipment and Procedures-

- Users must be 16 years of age or older to use the Makerspace. Users aged 16-17 must have a parent/guardian sign the waiver with them. Patrons under the age of 16 are not permitted in the Makerspace except for special library sanctioned programs/events.
- Library staff will be happy to assist as time permits. Staff has limited availability to provide assistance on demand.
- Makerspace equipment must not be left unattended while it is in use. (3-D printer is an exception)
- Users agree to respect any and all applicable copyright laws and licensing agreements. Users also agree not to use the Makerspace in violation of any local, state, or federal laws, ordinances, or regulations.
- Displaying, printing, or otherwise fabricating text or graphics which may reasonably be construed as obscene or harmful to minors or offensive to other library user will not be permitted.
- The computers located in the PLSJ Makerspace are intended for patrons utilizing the specialized software programs or equipment located in the Makerspace. The Library reserves the right to reassign patrons to other computers in the Library if they are not utilizing the Makerspace computers for their intended purpose.

-Makerspace Hours-

Due to staffing, the Makerspace will be closed on Sundays. During the week, the hours will be Monday-Thursday 10-7 and Friday-Saturday 10-4. Hours are subject to change at any time due to staffing, weather, holidays, etc.