

# The Cañon City Public Library



## Makerspace Policy

### Library Policy

The Cañon City Public Library provides open access to all forms of educational, cultural and recreational information, which includes ideas and the free expression of all points of view. To ensure these principles are accessible to the community, CCPL features a Makerspace, which is a public workshop dedicated to hands-on learning and creating for all ages. The Makerspace offers a wide variety of cutting-edge and traditional equipment and tools, as well as classes and programs for guided exploration. Patrons wishing to use the Makerspace, or any equipment within it, must read and sign this policy before they may use it.

### Usage:

- 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 poses an immediate threat to the well-being of others (such use may violate the terms of use of the manufacturer)
  - c. Obscene, offensive, 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 16 and up may use the Makerspace independently. Patrons under 16 may use the Makerspace if supervised by an adult at all times. The library will not train any child under 16 on equipment. It is not recommended for children under 10 to use the Makerspace.
- Patrons must have a current Canon City Public Library card to use the Makerspace.
- The door to the Makerspace will be locked when not in use.
- Some equipment will require training before a patron may use it. To be trained how to use such equipment, a patron should schedule a training session with Library staff. The Library will keep a record of which pieces of equipment each

patron is trained to use.

- Once a patron is trained in how to use the Makerspace equipment, he/she may use it independently by scheduling an appointment.
- In order to ensure equal access for all, patrons may only schedule one appointment slot at a time.
- 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. Materials may be available to purchase at cost.
- 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.
- Makerspace equipment may not be left unattended while it is in use; a patron aged 16 and older must stay with it at all times.
- When reserving the Makerspace or its equipment, scheduled Library programs have priority, followed by patrons who have made a reservation ahead of time. If the Makerspace room or its equipment is not reserved, it will be made available on a first-come, first-served basis, subject to staff availability.
- The Makerspace will be closed and locked 15 minutes before the Library closes. Please make sure your work is completed, all equipment 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.
- In an effort to be a good community partner, the library will create items for other public or nonprofit entities in the Makerspace as time and ability permits. All items created by the library for other public or nonprofit entities will include the library's logo. The public or nonprofit entity will be responsible for material costs.

#### **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.
- The patron must read and sign the Library's Makerspace policy and liability waiver.

**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.

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Patron's Signature

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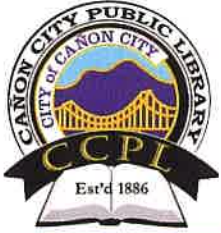
Date

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Guardian's Signature (If patron is under 18 years old)

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Date



# The Canon City Public Library



## Makerspace Policy

5/17/24

Ryan Stevens, City Administrator      Date

05-28-24

Sue Hitt, Library/Museum Board Chair      Date