

# LPCPL Exchange Makerspace Policy

## Purpose

La Porte County Public Library Makerspace is a collaborative community space for anyone who has an interest to meet up, learn, create, and make. Instruction, hands-on experiences, and tools are provided to design, engineer, fabricate, and learn.

## Makerspace Use

- The makerspace may be used by anyone ages 8 - adult
- Children under the age of 12 must be accompanied by a responsible adult at all times
- Some equipment requires training before use. Makers age 12 and up can use this equipment after successfully completing the online training, and attending an equipment orientation
- A signed waiver form is required for all makers
- The maker must follow the safety guidelines listed in the Exchange Manual and use all equipment in a safe and proper manner
- The maker agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, they will immediately discontinue use and notify a LPCPL staff member
- The Library may require proof of identity to verify that maker credentials have not been shared to a non-certified user
- Staff reserve the right to restrict access at any time due to a person's disregard of safety, impairment, misuse, or disruption of another's use
- Staff assist with safety, troubleshooting, and file preparation, and design or equipment roadblocks but cannot be assistants; each person is responsible for the execution of their own project.

Makers may temporarily lose access and/or require retraining on equipment if they:

- Cause the equipment to be out of service
- Do not follow the equipment usage guidelines
- Demonstrate a lack of basic knowledge required to use the equipment
- Act in a way that poses a safety hazard to themselves or others
- Violate the Code of Conduct or Computer Use Policies or other applicable library policies

For the safety of yourself and others, adhere to the following safety standards:

1. Dress appropriately, no loose fitting clothing, tie back long hair and hoodie strings, wear closed toe shoes
2. Safety glasses are to be worn around all woodworking equipment and power tools;
3. Wear ear plugs and dust masks when appropriate
4. Ventilation and dust collection systems are installed with laser cutting, wood turning, 3D printing, and soldering equipment; please insure that they are turned on and your equipment's blast gate is open if applicable
5. First aid kits, fire extinguishers, and eyewash stations are available in the makerspace
6. Never leave equipment you are operating unattended and always clean your space after use

Makers must not create anything that is:

1. Prohibited by local, state, or federal law
2. Unsafe, harmful, or dangerous, including weapons
3. Obscene or otherwise inappropriate for the Library environment
4. Violates another's intellectual property rights. For example, the 3D printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection

LPCPL is not responsible for defects or the quality of workmanship of any of the tools, materials, or equipment supplied by LPCPL, or for the quality or condition of a maker's project.

Other applicable Library policies apply.

Adopted by the La Porte County Public Library Board of Trustees

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