



# OAKMONT CARNEGIE LIBRARY MAKERSPACE

## Policies

The purpose of this policy is to protect the rights of individuals who are in the library to use materials or services, to assist library staff members in conducting library business efficiently and to preserve library materials and facilities.

Library patrons are expected to use the Makerspace in a responsible, appropriate, and courteous manner. Illegal acts or conduct in violation of Federal, State, or local laws, ordinances or regulations are prohibited. Behavior that disturbs or infringes on the rights of other library patrons and staff and which damages library materials and property is not permitted. This policy applies to patrons of all ages. By entering the Oakmont Carnegie Library Makerspace, you are making a commitment to act courteously toward other persons here; act respectfully with regard to property; and follow all rules of this facility.

To provide an orderly and pleasant public environment, any staff of this building, including security staff, is authorized to determine whether a library customer is not abiding by these or other Oakmont Carnegie Library rules and regulations. Please see our Patron Behavior Policy for further details.

1. Makers must have a valid library card for Allegheny County.
2. Makers must complete a Maker Agreement and Maker Responsibilities form.
3. Makers must “check in” with the designated OCL staff member on duty and sign in each time they use the OCL Makerspace. The Makerspace is not to be used without staff present. Staff must approve each project individually, considering the appropriateness of the project and the amount of time and materials to be used.
4. Makers under age 13 must be accompanied by a parent or guardian at all times. Parent/guardian supervision is required for all minors, as the OCL Makerspace contains potentially dangerous tools.
5. Makers must participate in mandatory certification in order to use the 3DPrinter, Brother Sewing and Embroidery Machine, Cricut Maker 3, and for any tools/equipment acquired for OCL Makerspaces in the future that are determined to require safety training. Makers may not use these tools until safety training and certification has been completed. Makers must attend certification in person.
6. When using a tool that does not require specific safety training, the Maker is certifying that they are capable of using that tool or equipment in a safe and proper manner.
7. OCL staff is available to assist in explaining operation of tools and equipment, and will make materials such as manuals available upon request.

8. OCL provides the Maker with access to safety supplies in the studio, such as safety glasses, First Aid Kit, and fire extinguisher.

9. Unless previously scheduled for use by staff, most tools and equipment are available to Makers on a first come, first serve basis, for use in the OCL Makerspace only. Appointments may be made to use the equipment, but staff must be present during the appointment time and staff must approve each project individually, considering the appropriateness of the project and the amount of time and materials to be used.

10. OCL reserves the right to refuse entry to, or remove from, the OCL Makerspace any persons who are in violation of any OCL policies, as outlined in our Patron Behavior Policy.

12. Equipment in the OCL Makerspace may be used only for lawful purposes. The public will not be permitted to use equipment in the OCL Makerspace to create material that is:

- a. Prohibited by local, state or federal law.
- b. Unsafe, harmful, dangerous or poses an immediate threat to the wellbeing 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 printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.

13. OCL reserves the right to refuse any request for use of equipment in the OCL Makerspace, at the discretion of library staff.

14. OCL is not liable for any damaged material or media belonging to persons utilizing OCL Makerspace equipment or facilities.

15. No food or drink is allowed in the Makerspace.

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This document is based upon documents created by the Gloucester County New Jersey Library System.