

### **Makerspace Use Policy**

#### Purpose:

The Pine Bluff/Jefferson County Library System (PBJCLS) Makerspace is a collaborative workspace that provides community members access to tools, technology, and resources for creative projects, innovation, and learning. Library Programming staff members may hold programs in the Makerspace on a variety of topics. Since programs will be offered in the Makerspace, there may be times when access for personal use is limited. This policy outlines the guidelines for personal use to ensure a safe and productive environment for all users.

## Eligibility & Supervision:

- The Makerspace is open to individuals aged five and older.
- Users aged 12 and under must be accompanied by an adult (18 or older) at all times while in the Makerspace.
- All users must sign a Makerspace User Agreement and complete Makerspace equipment training before using the equipment.

# **General Rules:**

- All users must sign in upon entering the Makerspace.
- Users must follow all posted safety guidelines and instructions provided by library staff.
- Equipment and materials must be used responsibly and as intended.
- Food and beverages are not permitted in the Makerspace.
- Users must clean their workspace and return tools and materials to their designated locations before leaving.
- The library is not responsible for personal items left unattended or lost in the Makerspace.
- The Makerspace is a shared community space; users must respect others and library staff.



## Equipment & Material Use:

- Some equipment may require reservations and additional training.
- Users must report any damaged or malfunctioning equipment to staff immediately.
- Users may need to supply their own materials for specific projects; limited materials may be available for library-provided projects.
- Equipment and tools must remain in the Makerspace at all times.

## Safety & Liability:

- Users must adhere to all safety protocols, including wearing appropriate safety gear when necessary.
- The library reserves the right to suspend or terminate Makerspace privileges for any user who fails to comply with this policy.
- The library is not responsible for any injury, loss, or damage resulting from the use of the Makerspace.

### **Prohibited Activities:**

- Use of the Makerspace for commercial production or mass manufacturing.
- Any activity that violates local, state, or federal laws.
- Creation of weapons or any materials deemed unsafe or inappropriate by library staff.



## Enforcement:

Failure to comply with these policies may result in suspension of Makerspace privileges, removal from the library, or other appropriate actions as determined by the library administration.

The Library reserves the right to halt the production of a product if the product is something that can be used illegally. All projects created within the Makerspace must respect the intellectual property of others and follow all U.S. copyright laws. Users may provide their own materials for projects, but staff will have the right to refuse any materials or projects.

## Cost:

While there is no fee to use the Makerspace, there is a cost for some materials.

HTV/ Permanent Vinyl (12x10) : \$.50 each Plotter Printing: \$.02 per square inch (Example 24 x 36 would cost \$17.28) (Example 864 x .02)

# Makerspace Safety Guidelines

- Hair, jewelry, and other accessories must be tied back, tucked away, or removed before using tools in the Makerspace.
- Do not use broken tools and machinery. Please report these to the library staff immediately.
- Keep your workspace clean and organized. Be cognizant of tripping hazards, sharp tools, spills, etc.
- Not sure how to use a piece of equipment? Please ask a staff member. Training is required for specific equipment: sewing machines, Cricut machines, button makers, etc.
- Please clean up your space and leave the room exactly as you found it.

For questions or more information, please contact the Pine Bluff/Jefferson County Library System staff.



#### Makerspace User Agreement

(name), have read the Pine Bluff/Jefferson Co. Library Ι, Library (PBJCLS) Makerspace Use Policy and agree to follow all rules, policies, procedures, and restrictions relating to the use of the PBJCLS Makerspace. I understand that these rules, policies, procedures, and restrictions may change at any time without notice and that I will make myself aware of all changes or modifications of said rules, policies, and restrictions. I agree that by signing this agreement and/or utilizing the PBJCLS Makerspace, I shall defend, indemnify, and hold harmless the Pine Bluff Main Library employees and volunteers from and against any and all claims, suits, including attorney fees, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of my use of the PBJCLS Makerspace. I also understand and agree that I am financially responsible for any and all damage done to PBJCLS Makerspace equipment resulting in my misuse or failure to follow all rules, policies, procedures, and restrictions. I understand that I am responsible for and agree to pay the repair and replacement costs of the equipment resulting from negligent usage or intentional misuse. I understand that I am fully responsible for any and all borrowed equipment and tools while using the PBJCLS Makerspace.

Printed Name		
Signature		
Library Card Number	Date	
Contact Phone Number	Contact e-Mail	
Driver's License Or ID or ID No		
Minor Authorization:		