



# Bettendorf Public Library Makerspaces Policy

The Bettendorf Public Library and Information Center offers community access to new and emerging technologies such as 3D printers, an Epilog Fusion laser engraver, and other equipment which supports interest in creativity, design, and STEAM activities. These recreational spaces encourage individuals to explore their creativity and ingenuity, while also providing a space for groups to collaborate, innovate, and inspire others.

The following policy outlines general usage guidelines for use of these makerspaces in accordance with the Library's mission and value statements, as well as expectations to ensure a safe workspace for all.

## **Creation Studio Spaces- Usage Guidelines**

- a. Each piece of equipment for public use in the Library's makerspaces will have its own "*Equipment Use Guidelines*". Users may be required to complete basic training on a piece of equipment and agree to specified user guidelines. Training may be offered online or on-site, depending on availability.
  - When using a tool that does not require certification, the maker is certifying that he/she/they are capable of using that item in a safe and proper manner.
  - Select equipment/machinery may have age-based restrictions or require supervision from a responsible guardian (aged 14 years or older).
- b. Projects may be subject to approval by staff prior to use of machinery.
- c. Makerspace equipment cannot be used to create items intended for sale or commercial use. The Library reserves the right to halt, delete, or otherwise disallow the creation of items (in-whole or in-part) that violate this or other library policies, including the creation of weapons, obscene materials, or illegal items.
- d. The Bettendorf Public Library upholds copyright law of the United States (Title 17, United States Code) and the patent law (Title 35, United States Code), which governs the making of reproductions of copyrighted material. The person requesting print is liable for any infringement and the Library reserves the right to deny access to reproducing equipment (such as 3D printers, laser cutters, etc.) if such equipment would involve violation of copyright, patent, or other laws.
- e. Machinery are available for reservation, while some tools are available to makers on a first-come, first-served basis. Cancellations for reserved makerspace tools should be made promptly. Repeated failure to do so may result in loss of makerspace privileges.
- f. Individuals utilizing the Library's makerspaces may be responsible for damage to library equipment or the physical space caused by negligence or violation of Library policy. Damage and replacement costs will be determined by library staff.
- g. Some equipment may require a fee for use of materials. Any patron supplied-materials to be used on library-owned equipment must be pre-approved by Library staff to reduce risk of damage to machines or harm to patrons within the makerspaces.
- h. Food is not permitted in the Library's makerspaces unless provided as part of a Library-sponsored event or program. Beverages require a lid and must not be placed near any of the Creation Studio equipment or machinery.



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## **Conduct and Liability**

The Library's *Rules of Conduct for Library users* and *Computer and Electronic Use* policies apply to the Library's makerspaces. Some tools/equipment may require additional training and a signed *Makerspace Use & Liability Waiver*. Minors under 14 years of age require the signature of a parent/guardian.

Individuals utilizing the library's makerspaces must follow all posted operation instructions, safety instructions, and all verbal safety instructions from Library Staff at all times. Accidents, malfunction or breakdown of equipment and/or facilities must be immediately reported to Library staff. The Bettendorf Public Library Information Center is not responsible for damage to patron files, storage devices, printed projects, unclaimed storage devices or printed objects, or violation of acceptable use guidelines, as defined within this policy.

The Library Director reserves the right to refuse a patron's request to visit the Library's makerspaces, as well as suspend or ban a patron from those areas. Permission to use the Creation Studio or Creation Corner, or materials created within it, does not imply support of the user's opinions or views by the Library Board of Trustees, Library staff, or the City of Bettendorf.

*Bettendorf Public Library Board of Trustees*

*Adopted: November 11<sup>th</sup>, 2021*

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