HIGHLAND PARK PUBLIC LIBRARY

Policy 402 **Makerspace**

Purpose: To state guidelines for the use of the Highland Park Public Library's ("the Library") Makerspace, a public space for members of the community to learn, create, innovate, and collaborate using technology-based tools.

General Policy

All Patrons using the Makerspace equipment and materials are subject to the Library's requirements and policies, assume all risk and release the Library from any damages arising out of or related to such use. Such use is also subject to all local, state, and federal laws.

Access

1. The Makerspace is open to Patrons subject to equipment availability, staffing, safety requirements, posted hours, scheduled programs, and the Library event calendar.
2. Patrons who require accommodations must contact the Library with their request. The Library will make reasonable accommodations consistent with applicable laws, Library policy, and available resources. Library staff-led Makerspace programs have priority use.
3. Full independent use of the Makerspace begins at age 14. Patrons ages 11-13 may use designated age-appropriate equipment or participate in Library staff-led Makerspace activities. Patrons ages 10 and under must be accompanied and actively supervised by an adult age 18 or older unless participating in a Library staff-led Makerspace program.

Use of Equipment and Materials

1. Use of the Makerspace is at the Patron's own risk. Patrons are responsible for following all safety instructions, and practices, equipment guidelines, posted procedures, and Library staff directions.
2. Some Makerspace equipment may require initial orientation, project consultation, competency assessment, reservation, or direct Library staff supervision.
3. Library staff may provide basic guidance, safe-use demonstrations, troubleshooting support, and referrals to learning resources.

4. The Library may provide basic Makerspace materials free of charge, subject to availability, project type, and usage limits.
5. Patrons may utilize outside materials in the Makerspace only with Library staff approval. Materials must be safe, compatible with Library equipment, and appropriate for use in a public library setting. The Library reserves the right to deny the use of any material and may require documentation, such as a Safety Data Sheet or manufacturer material information, before approving outside materials.

Restrictions On Use

1. The Library reserves the right to refuse any project, material, or equipment use request that is unsafe, unlawful, inappropriate for a public library setting, likely to damage equipment or property, incompatible with available materials or tools, excessive in its use of resources, or inconsistent with Library policy and mission.
2. Library staff may stop any activity that is unsafe, inappropriate, disruptive, likely to damage equipment, or inconsistent with Library policy.
3. Makerspace equipment, materials, software, and services may not be used to create, produce, reproduce, display, or distribute:
    a. Items, objects, or content prohibited by federal, state, or local law.
    b. Unsafe, harmful, dangerous items or objects that pose a threat to the health or safety of others or intended to threaten, injure or harass others, including, but not limited to, weapons, weapon components, or items that could reasonably be mistaken for weapons and that may cause public alarm or safety concerns.
    c. Obscene, sexually explicit, or otherwise inappropriate objects or items for the Library environment.
    d. Objects or materials that may damage Library equipment, property, or facilities.
    e. Content or objects that violate copyright, trademark, patent, licensing, or other intellectual property laws.
    f. Content or activity that disrupts Library operations or interferes with other Patrons' use of the Library.
    g. Items, objects or content that is intended for industrial or commercial purposes.
4. Patrons may not store personal materials, tools, equipment, projects, or personal property in the Makerspace.
5. Food and drink are not permitted near Makerspace equipment.

6. Closed-toe shoes must be worn at all times while operating designated equipment.
7. Patrons must remove any clothing or jewelry that poses a safety risk when directed by Library staff or otherwise.
8. Patrons must wear required safety equipment, including eye protection or other protective gear, when directed by Library staff or when required for the safe operation of equipment.
9. Equipment and tools must remain in the Makerspace.
10. Failure to follow this policy, posted procedures, or staff instructions may result in suspension or loss of Makerspace privileges, consistent with applicable Library policies.

Patron's Responsibility and Release and Indemnification of the Library

1. Patrons voluntarily assume all risks incurred with Makerspace use, whether foreseeable or unforeseeable and known or unknown, including risks arising from the ordinary negligence of the Library, the Library's Board of Trustees, ("the Board"), officers, employees, volunteers, and agents, to the fullest extent permitted by law.
2. Patrons are responsible for damage to equipment, tools, materials, or Library property. Patrons may be held financially responsible for damage caused by willful misuse, negligence, unsafe behavior, or failure to follow staff instructions. Patrons agree to reimburse the Library for the reasonable cost of repair or replacement and to indemnify and hold the Library harmless from any related claims, losses, or expenses.
3. Patrons are responsible for determining whether their projects comply with copyright, trademark, patent, licensing, or other intellectual property laws. Patrons assume responsibility for any claims or issues related to copyrighted, patented, trademarked, or licensed materials used in connection with Makerspace equipment or services.
4. Patrons must report equipment problems, accidents, injuries, broken tools, damaged materials, or unsafe conditions to staff immediately.
5. Patrons must immediately stop using, and must not use, any equipment that appears damaged or malfunctioning or that is posted as out of service.
6. To the fullest extent permitted by law, Patrons release, indemnify, and hold harmless the Library, the Board, officers, employees, volunteers, and agents from and against any and all claims, demands, causes of action, losses, costs, or damages, including reasonable attorneys' fees, arising out of or related to a Patron's use of the Makerspace, its equipment, materials, software, or services.

Limitations of Library's Responsibility

1. The Library does not guarantee material availability, project quality, satisfaction, or successful project completion.
2. The Library is not responsible for failed projects, damaged materials, data loss, publicly visible files, damage to personal property, or injury resulting from misuse of equipment, failure to follow instructions, or Patron error. The Library does not guarantee the privacy or confidentiality of designs, files, or work displayed or created in a public setting.
3. The Library is not responsible for lost, stolen, damaged, or abandoned personal property.
4. The Library is not responsible for determining whether a Patron's project infringes on intellectual property rights.
5. The Library makes no warranty, express or implied, regarding the condition, safety, or fitness for a particular purpose of any Makerspace equipment, tool(s), or material(s).
6. To the fullest extent permitted by law, the Library's liability, if any, arising out of or relating to Makerspace use shall not exceed the cost of the materials or services provided, and the Library shall not be liable for incidental, consequential, or special damages.
7. Library staff are not responsible for designing, producing, completing, or repairing Patron projects.

Approved September 15, 2026