



Makerspace Policy & User Agreement

The Huntington Public Library has designated a makerspace area in both buildings to make available technologies and materials to serve the educational and recreational needs and interests of our community, to support collaborative and interactive learning, to explore creativity, and to encourage learning of new skills and topics.

Use of equipment is available to all patrons; however, priority will be given to Huntington Public Library cardholders.

Use of certain equipment in this area will be by appointment only and will be monitored by library staff. Library patrons may use the design software/equipment to create their personalized items. Staff will operate most equipment with the potential exception of the Cricut machines, the button maker, Ellison machine, and the Children's STEAM Makerspace located in children's play areas. All other files will be printed/created by library staff.

Safety Procedures

Due to the nature of the equipment available in the space, children under the age of 13 must be accompanied by a parent/caregiver at all times and will remain the responsibility of that parent/caregiver for the duration of their visit. Unsupervised children will be required to leave the space.

All users are expected to follow all safety protocols outlined by staff in person and in training materials. Failure to follow instructions and safety procedures may result in serious harm to oneself or others. The library shall make available to users some of the necessary safety equipment including but not limited to safety goggles, gloves, aprons, and fire extinguishers. Users may use their own safety equipment upon approval by library staff. The library will not assure that injury to person or property can be effected by the use of its safety equipment.

Any user, regardless of age, who is unable to follow the direction of library staff, safety procedures, or who exhibits behavior that may endanger themselves or others will be required to leave the space. Users who deliberately deface or damage equipment, materials, or furniture will be required to leave the space and may be unable to use it further.

All submitted files will be reviewed by library staff to ensure compliance with this agreement and with all other library policies prior to printing. Users may not design, create, or print items that are prohibited by local, state, or federal law; including but not limited to items that are deemed to be obscene, offensive, unsafe, or harmful; pose a risk or endanger others; weapons or components of weapons, weapon replicas, objects that could be considered weapons; or objects that would violate patents, copyrights, trademarks, registered designs or any other proprietary objects. All items must be the members own design or reside in the public domain. The library reserves the right to refuse service to any user presenting a design or creation that violates any library policy, as well as any designs that other users or staff may find objectionable.

Patrons retain all intellectual property rights to works that they themselves have created in the space in accordance with applicable copyright law. The library makes no claim to created content, nor any affiliated use thereof.

The user holds the Huntington Public Library harmless for any damages arising out of the use of any item printed/created on our equipment.

Instructions for use and specific design specifications for each machine will be posted in the area. Please refer to these documents when designing your creations. Please submit files to be created by email to hplmakerspace@huntlib.org as well as any questions or requests for more information to hplmakerspace@huntlib.org.

The library reserves the right to limit the number of projects being run at a time to maintain the safety of the equipment, staff, and patrons in the area at any given time and print jobs will be scheduled accordingly to ensure proper staff supervision. Items must be picked up at the library. If a finished project is not collected in a timely fashion, it may be subject to discard after fourteen (14) days after completion.

Materials & Fees

The library maintains a limited inventory of materials for use in the space, to be purchased by the library, and cannot guarantee the availability of certain materials or color section at any time. Please inquire about the availability of colors or materials at the time you submit your request.

The library reserves the right to charge a fee for any materials or damaged equipment. Materials fees shall be posted and available for reference. You will be provided with a cost estimate ahead of time that you must approve before your item is created.

_____ I have read and agree to abide by the Huntington Public Library Makerspace Policy. Please fill out the information below. Verification of this agreement must be submitted online via electronic signature, or a signed copy must be presented before use of the equipment, or a project is created.

_____ Patron Name	_____ Date
_____ Home Library Name	_____ Library Card Number
_____ Signature	_____ Email Address