



## Maker Lab Policy

**POLICY:** It is the policy of the Norfolk Public Library (NPL) to provide residents and others access to materials and equipment that it acquires for the inclusion in our Maker Lab.

### DEFINITIONS:

*Maker Lab (also referred to as makerspace):* Makerspaces are places where people of all ages gather to explore new technologies or equipment, to create things and share ideas. Makerspaces can be high tech, low tech and everything in between.

The NPL Exploration Station Maker Lab is a place for the community to connect, discover and create.

### PROCEDURE:

1. The NPL Exploration Station Maker Lab will have open hours between 3-5pm on Tuesdays, Wednesdays and Thursdays. When the space is open, equipment (excluding the 3D printers: see #6 below for further details) can be used on a first come, first serve basis. Patrons are strongly encouraged to be courteous and share equipment and tools when others are waiting. If others are waiting to use equipment, please limit your time to 30 minutes.
2. To access the NPL Exploration Station Maker Lab, patrons must check in with a designated staff member and complete a Maker Lab Liability Waiver.
3. All makers must sign a liability waiver before using any equipment. Children under 16 must have the waiver signed by a parent or guardian.
4. Makers under the age of 12 must be accompanied by a parent or guardian at all times unless the child is attending a structured library program in the NPL Exploration Station Maker Lab.
5. Makers will seek assistance when necessary, and report any accident/incident that occurs in the Maker Lab.
6. 3D printers are available for the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file. Use of a 3D printer will be by appointment only. Appointments can be made in person or by emailing the Director: [elloneill@sailsinc.org](mailto:elloneill@sailsinc.org).
7. All print jobs must be scheduled in advance and approved by staff to ensure that the file format, size and materials are correct. Please allow several days for prints to be completed, although they may be completed sooner.
8. Equipment in the NPL Exploration Station Maker Lab may be used only for lawful purposes. The public will not be permitted to use equipment in Maker Lab 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.
  - c. Obscene 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.
9. 3D print jobs are free of charge, but are limited to a print job that takes 5 hours or less. This is subject to change based on the limited amount of resources we purchased through our grant.
10. NPL reserves the right to refuse any requests for use of equipment in the Exploration Station Maker Lab, including 3D print requests.
11. NPL is not liable for any lost or damaged materials including media belonging to persons while utilizing Maker Lab equipment. The Library assumes no responsibility for projects that are defective, destroyed, do not function as expected, or are left behind by makers.
12. NPL does not guarantee patron privacy during the 3D printing process as printing is done in a shared public space.
13. Behavior in the Exploration Station Maker Lab must be consistent with the Library's Safety and Security Policy (under Appendix I: Rules of Conduct on Library Premises section).
14. Library equipment should be used in a manner consistent with the proper use of each device. Equipment should not be mishandled or used in a way that can cause damage. Staff have the right to end the use of equipment if deemed necessary.
15. Food and drinks are prohibited while using the Maker Lab.
16. This policy is subject to change due to the nature of this new service and equipment. It will be evaluated by the Board of Library Trustees at their monthly meetings.

**REFERENCE:**

This Maker Lab was created through an LSTA grant with federal funds provided by the Institute of Museum and Library Services and administered by the Massachusetts Board of Library Commissioners.

**REVIEW DATES:** Adopted 8/3/2021

# Norfolk Public Library's Exploration Station Maker Lab

## Liability Waiver

In consideration of my or my child's use of any tools and equipment in the Norfolk Public Library's Maker Lab, I hereby voluntarily release, discharge, waive and hold harmless, on behalf of myself, my heirs, executors, administrators, and assigns, the Norfolk Public Library, and its employees, officers, agents and assigns, the Board of Library Trustees, and the Town of Norfolk and its employees, officers, agents and assigns, from any loss, damage or injury to persons or property arising from the equipment, whether arising through the Library's negligence or imposed by law. In no event shall the Library be liable to me for indirect, consequential or special damages, including without limitation, lost use, revenue or profits.

I agree to indemnify and hold the Library and its employees, officers, and agents, harmless from and against all liabilities, claims, actions, proceedings, damages, losses, costs and expenses, including attorney's fees, for all injuries or death or any person arising from or connected with, directly or indirectly, my use of the Maker Lab equipment.

No warranties, expressed or implied, including without limitation suitability, durability, fitness for a particular purpose, condition, or quality have been made by the Library, directly or indirectly in connection with the equipment. I am using the equipment "as is". I agree to keep and maintain the equipment in good condition, use it in a careful and proper manner, and to comply with all manufacturer recommendations, applicable laws and regulations.

I understand that the Library does not provide supervision or instruction for use of the equipment. I understand and acknowledge that use of the equipment may involve risk of serious injury, including permanent disability and death. I agree to refrain from using the equipment in a manner inconsistent with its intended design and purpose.

I have read the NPL Maker Lab policy, as well as this Liability Waiver, and have signed it voluntarily. I understand that I am giving up substantial rights by signing it.

I have read this entire document, and my signature below indicates my agreement with the above statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

One copy to borrower. One copy to be retained by the library.