



## 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 Maker Lab is a place for the community to connect, discover, and create.

## Maker Lab Hours and Use

The Maker Lab will be available unless a library program is scheduled for the space that it occupies. An alternative space may be available at the discretion of library staff.

## Becoming a Maker

1. All Makers must sign a waiver at their first visit. All waivers are good for the calendar year in which they are signed. By signing you are agreeing to adhere to the rules of the Maker Lab and are responsible for any damage. Any patrons who are visiting from an institution must follow the same guidelines as you would applying for a library card as outlined in the Borrowing Policy.
  - a. First time adult patrons must sign the Liability Waiver.
  - b. Minor patrons must have a parent, guardian, or other person with appropriate legal authority with them to sign the same Waiver.
  - c. Patrons under twelve (12) years old must be accompanied by a parent or guardian at all times unless the child is attending a structured library program in the Maker Lab that has been designated as a drop off program.

## Guidelines for Use

1. All makers must check in at the circulation desk when they arrive to use the Maker Lab. Staff will confirm that a valid, signed waiver is on file.
2. Behavior in the Maker Lab must be consistent with the Library's Safety and Security Policy (under Appendix I: Rules of Conduct on Library Premises section).
3. Makers will seek assistance when necessary, and report any accident/incident that occurs in the Maker Lab to a library staff member.
4. Food and drink are prohibited while using the Maker Lab.

5. Tools and equipment are available to patrons on a first come, first served basis. If others are waiting to use equipment, please limit your time to 30 minutes. There is no guarantee of use of the equipment or space.
6. Equipment in the Maker Lab may be used only for personal and lawful purposes. The public will not be permitted to use equipment in the Maker Lab to create materials that are:
  - a. Prohibited by local, state, or federal law.
  - b. Unsafe, harmful, dangerous, or poses an immediate threat to the wellbeing of others.
  - c. 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.
7. Makers are welcome to bring in their own supplies to work in conjunction with equipment available in the Maker Lab. If the Maker is unsure if an item is allowed, please contact library staff at 508-528-3380 or email [norfolkpl@sailsinc.org](mailto:norfolkpl@sailsinc.org). For example:
  - a. Fabric and sewing notions to use with the sewing machine
  - b. Filament for use with the 3D pens or a 3D print request
  - c. An object/canvas to paint
8. Patrons must adhere to all posted guidelines for the use of tools, equipment, and space.
9. Patrons must clean their workspaces and return tools in a clean condition to their original location before leaving the premises.
10. Violation of NPL policies may result in suspension or termination of privileges.

## 3D Printer

### How to Print

1. The 3D printers are available for patrons to request files to be printed.
2. Projects can be browsed and files downloaded from the [Thingiverse website](#). Files should be in the .stl format.
3. Send print requests by filling out online request form <https://norfolkpl.org/services/request-a-3d-print/>
4. All print jobs must be scheduled in advance and approved by staff to ensure the file format, size and materials are correct. Patrons will be contacted when their print is complete, please allow several days for completion.

### Printing Guidelines

1. 3D print jobs are free of charge, but are limited to print jobs that take 8 hours or less. This is subject to change based on the number of requests in the queue and materials that are available.
2. NPL reserves the right to refuse any requests for use of equipment in the Maker Lab, including 3D print requests.
3. NPL does not guarantee patron privacy during the 3D printing process as printing is done in a shared public space.

## **Rights and Release from Liability**

1. 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.
2. NPL does not accept responsibility if a project is destroyed, does not print correctly, or does not function as expected.
3. NPL reserves the right to halt, delete, or disallow the creation of items.
4. NPL is not responsible for any manufacturing defects or the quality of workmanship of any tools, materials, or equipment supplied by the patron or NPL or for the quality or condition of a patron's project.
5. NPL is not responsible for any damage to, or loss or theft of, a patron's property.
6. For the safety of participants, NPL reserves the right to place age limits for participation in programs dependent on the content, materials, or tools being used for that program.
7. NPL reserves the right to end the use of equipment if deemed necessary.

## **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.

# Norfolk Public Library's 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 if someone listed on my waiver damages an item we may be liable for any and all damage or replacement charges.

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.

This waiver is valid for the calendar year in which it is signed.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone # \_\_\_\_\_

Printed name: \_\_\_\_\_

If applicable, please list all minors in the same household that are included in this waiver:

\_\_\_\_\_  
\_\_\_\_\_

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

Printed name: \_\_\_\_\_

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