

Thomas Crane Public Library Makerspace Policy

Policy Statement

The Thomas Crane Public Library Makerspace is a creative and collaborative space provided by the Library to empower community members to explore, innovate, and create using various tools and technologies. The purpose of this policy is to ensure safe and equitable access to the Makerspace while fostering a supportive environment for learning and creativity.

Eligibility

- Users of all ages and abilities are welcome to use the Makerspace, but children 9 and under must be accompanied by someone aged 14 or older in accordance with the library *Safe Child Policy*.
- For the safety of all patrons, tools are split into categories based on training level that may impact user eligibility.
- Patrons will be required to have a signed waiver on file for use of certain tools/equipment. Parents/guardians must sign a waiver on behalf of a minor.
- Patrons may be required to watch instructional videos and/or review printed instructions prior to using certain equipment.

Guidelines for Use

- All patrons must check in with staff when they enter the makerspace.
- Library staff may be available to assist with tools and equipment as time allows but patrons are expected to view provided training materials before requesting any additional help. Not all staff will be knowledgeable about all equipment available.
- All patrons must leave their workspace in the condition that it was found and return tools in a clean condition to staff at the end of their booking period.
- Staff may limit the use of tools and materials based on demand, safety concerns, and the needs of the Library.
- Patrons using the makerspace are responsible for the cost of any damages incurred to equipment or property.
- Patrons may bring covered drinks into the makerspace. Food is not permitted.
- Use of the makerspace is free, but the use of some materials may be subject to a fee.
- Use of the Makerspace is subject to all other Library policies, including the *Appropriate Library Use Policy* and the *Computer and Internet Use Policy*.

Rights and Release from Liability

- Thomas Crane Public Library (TCPL) does not accept responsibility if a project is destroyed, does not print correctly, or does not function as expected.
- Library staff may halt, delete, or disallow the use of any tool at any time.
- The patron agrees that TCPL is not responsible for any manufacturing defects or the quality of workmanship of any tools, materials or equipment supplied by TCPL or for the quality or condition of a patron's project.
- Patrons are responsible for ensuring that their projects and creations comply with copyright and intellectual property laws.
- TCPL assumes no liability for any infringement of copyright or intellectual property rights resulting from the use of Makerspace equipment and resources.
- TCPL is not responsible for any damage to, or loss or theft of, a patron's property.
- TCPL reserves the right to place age limits for participation in classes depending on the content of the class.
- Makerspace tools may not be used to manufacture weapons or items that pose a safety risk.
- Any intentional damage or misuse of equipment will result in suspension of Makerspace privileges.
- The Makerspace is a public area of the Library. Privacy and confidentiality of activity cannot be guaranteed.

Adopted by Vote of the Library Board of Trustees, May 9, 2024; Amended October 9, 2025