

## **Haverford Township Free Library Makerspace Guidelines**

Use of the Haverford Township Free Library MakerSpace (“HTFL,” “MakerSpace,” or the “Library”) is subject to these guidelines, the Library Behavior Policy, the Computer Use Policy, as well as any other Library policies and procedures. Failure to abide by these guidelines and all applicable policies will result in suspension or loss of MakerSpace use privileges.

- Signing in at the MakerSpace desk is required.
- Users agree to be courteous to other MakerSpace users and Library patrons.
- The Haverford Township Free Library MakerSpace Agreement must be completed and signed before using the equipment.
- Users aged 13 to 17 must have a parent or legal guardian sign the agreement form on their behalf.
- An adult must accompany users under age 13 in the MakerSpace at all times, unless the child is attending a Makerspace program.
- Users agree to release the Library from any liability and responsibility for any personal injury, property damage, or any other loss in connection with the use of the MakerSpace, including the equipment, tools, and materials.
- No food or drink is allowed in the MakerSpace.
- The MakerSpace is a self-directed area, with the expectation that users will complete designs and projects mostly on their own, following initial guidance and information from MakerSpace staff on the capabilities, safety, and basic operation of MakerSpace equipment and software.
- Work may not be saved on Library computers.
- Patrons must save files that they wish to take home to a storage location, either in the cloud or on a purchased flash drive.
- The Library is not responsible for any damage to a patron’s files or for any manufacturer’s defects.
- The MakerSpace is not meant to be used for commercial purposes.
- HTFL staff will make materials such as manuals available upon request.

### **Equipment Guidelines**

- Use of Makerspace equipment is free.
- Some of the equipment located in the MakerSpace may contain parts, or components that will cause injury to the user if all guidelines, procedures, and restrictions are not followed.
  - Mandatory training may be required for certain pieces of equipment prior to first use. Age limits may apply to certain pieces of equipment. Once a patron is trained on how to use a piece of equipment, they may use it independently by reserving that specific piece of equipment.
  - HTFL will keep a record of what the patron is trained to use.
  - Mandatory training is by appointment only and can be scheduled by speaking to staff or emailing [makerspace@haverfordlibrary.org](mailto:makerspace@haverfordlibrary.org).
- The Library reserves the right to reassign patrons to other computers in the Library if they are not utilizing the MakerSpace computers for their intended purpose.
- Patrons will not modify the MakerSpace equipment hardware or software, including the MakerSpace PC’s.
- Only one piece of equipment can be in use by a patron at any one time.
- During open hours, MakerSpace equipment is available on a first come, first served.

- Some machines such as the 3D printer and the Laser Cutter are available only by reservation.
- 3D printer and Laser Cutter/Engraver projects must be completed by the end of library business hours.
- Machines cannot be reserved for use during MakerSpace programs.
- The MakerSpace equipment may be used for lawful purposes only. Patrons are not permitted to use the MakerSpace equipment for projects or to produce materials that
  - Violate local, state, or federal laws or regulations;
  - Look like, function as, or appear to function as weapons, knives, or parts thereof;
  - May be construed as obscene or otherwise inappropriate for the Library environment; or
  - Potentially violate the intellectual property rights of another.

### **Safety Guidelines**

- Patrons must follow all safety guidelines and exercise caution with all MakerSpace equipment and materials.
- HTFL provides the user with access to safety supplies in the MakerSpace, such as gloves, first aid kit, and fire extinguisher.
- When using a tool that does not require specific safety training, the user is certifying that they are capable of using that tool in a safe and proper manner.
- Any accident or injury that occurs in the MakerSpace must be reported to a staff member immediately.
- All hair, jewelry, etc., must be tied back, tucked away, or removed before using the MakerSpace.
- It is recommended that users wear closed toed shoes in the MakerSpace.
- Do not use broken tools or machinery - report these to staff immediately.
- Keep the workstation clean and organized during use and when the project is complete.
- Stay with machines at all times while in use. Exception: if you are 3D printing an item that is going to take time.
- Not sure how to use a piece of equipment? Ask a staff member - training is required for certain equipment: Laser Cutter, 3D Printer, Cricut, etc.

### **Material Guidelines**

- Patrons may bring their own materials for use on the machines, with the exception of filament for the 3D printer.
- All materials are subject to approval by the MakerSpace staff prior to use.
- Users are responsible for paying for all applicable material costs associated with the use of the MakerSpace, regardless of if the project fails or does not complete.
- Visit the Library's MakerSpace webpage for a full list of material costs.