



MAKERSPACE GUIDELINES

Makerspace equipment use is available for patrons who meet the following requirements:

- Possess a New Tecumseth Public Library (NTPL) card in good standing.
- Have a valid photo ID (i.e. driver's license, passport, or student ID).
- Sign the appropriate Makerspace Acknowledgement of Risk & Release Form.
- Are sixteen (16) years of age and older. A parent / guardian must accompany users under 16, as per NTPL's Unattended Children in the Library Policy. The parent / guardian will be considered the main user.

Reservations made online, over the phone, or in person must adhere to the following:

- Requests should be made up to one week in advance.
- Same-day requests must be done by phone or in person.
- Request one session per day up to three times per week. (For 3D prints, this is equivalent to 12 hours of printing per week.)
- Reservations will be held for 10 minutes after the scheduled start time.

Makerspaces are open during regular library hours. Reservations for after-hours use will not be considered.

Users shall comply with all NTPL policies and guidelines. These include the Code of Conduct, Public Internet Access Policy, Internet Use Policy, and Room Rental Policy, found on the website [here](#).

The Makerspaces must be used for lawful purposes only and cannot be used to create content that is:

- Prohibited by provincial or federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the well being of others.
- Obscene or otherwise inappropriate for the Library environment.
- In violation of another's intellectual property rights (i.e., 3D printers may not be used to reproduce materials subject to copyright, patent or trademark protection).

Library staff are available for limited assistance. Members who need extra help are encouraged to book an appointment for one-on-one assistance.

The individual who reserves the equipment will be considered the primary user and is responsible for any damage or misuse of the equipment, regardless of the number of people using the room. The primary user will allow NTPL staff to examine their library card and/or photo ID to verify their identity in order to use the makerspace.

Users who damage the equipment will be charged a repair or replacement cost. Any user who misuses or damages the equipment, or attempts to delete or modify either hardware or software, will be held liable for all damages.

Equipment must be used in the Makerspace. Equipment that is not labelled for circulation (or, if labelled, has not been checked out) cannot be taken offsite.

For equipment that uses material that the Makerspace charges for: The Makerspace will only use the material that is provided by the Makerspace. Material sold in the Makerspace is only for use within the Makerspace.

Users must save their work on an external memory device. It is the user's responsibility to delete and/or remove any of their files (digital and/or print) from library equipment in the media lab. USB memory sticks are sold at the library service desk.

No food or drinks of any kind are permitted while using the Makerspace.

Makerspace computers are reserved for digital media projects and are not available for general computer use – i.e. email, social media, browsing etc.

The Makerspace is an evolving resource; therefore, these guidelines are subject to change without notice.