



NEWPORT NEWS PUBLIC LIBRARY *Official Policy*
Effective Date: 12/28/2017

SECTION	POLICY #	SUBJECT
100 – General Patron	124	Makerspace Guidelines

Makerspace Guidelines

This policy refers to the Makerspaces located within all of the Newport News Public Libraries (NNPL). The purpose of these Makerspaces is to provide library patrons with technology and equipment to support their creative endeavors with paper crafts, fabric crafts and 3D printing. Makerspaces can be rooms or open areas where Makerspace equipment is used.

Use and Reservations

Everyone is welcome to use the Makerspace; however, library patrons may reserve use of specific tools/technology in advance. The Makerspace is available on a first-come, first-served basis unless previously reserved. Library patrons may reserve equipment up to one week in advance for a maximum of four hours per day per customer. Reservations can be made in person or by phone.

Users of the Makerspace are required to meet the following criteria:

1. Possess a NNPL membership card in good standing.
2. Complete orientation class for appropriate equipment.
3. Review the 3D Printer Policy, and read and sign the Newport News Public Library Makerspace Policy and Procedures and Use and Release Agreements.

Library patrons ages 13 and older may use the Makerspace without adult supervision. Library patrons ages 12 and younger must have a parent/guardian with them at all times. The Makerspace is available for four hours at a time; however, patrons may stay longer if there is no demand for the equipment at the end of their time slot.

In order to obtain access to the Makerspace, a library patron must first check in at the information desk and present a valid library card.

Reservations will be held for 15 minutes.

A maximum of four people are allowed in Main Street Library's Makerspace at any given time.

Makerspace Hours

Hours are posted at each location and may be subject to change.

The last appointment will be offered two hours prior to Makerspace closing.

The Makerspace room and/or cart will be locked when not in use.

Equipment and Projects

The equipment available in the Makerspace can be used free of charge. Tools and equipment are available on a first-come, first-served basis.

All equipment available in the Makerspace must stay within the library. It is the responsibility of the customer to delete and/or remove any files (digital or print) from the library equipment in the Makerspace. The library is not responsible for equipment or files (digital or print) left behind by customers. Patrons must save their work on an external memory source such as external hard drive, CD, DVD, or flash drive.

The library does not accept responsibility if a project is destroyed, does not print correctly or does not work.

Newport News Public Library reserves the right to halt, delete, or disallow the creation of items that are:

- Prohibited by local, state or federal law.
- Violate the terms of use of the manufacturer.
- Obscene or otherwise inappropriate for the Library environment.
- In violation of another's intellectual property rights.

Only library computers may be connected to library machines, i.e., the 3D printer and other equipment used in the Makerspace.

Library staff will provide very limited assistance in using the equipment and software or transporting of supplies, equipment, or furniture to and from the Makerspace.

The Makerspace user accepts financial responsibility for any and all damage caused to the building and/or equipment beyond normal wear. The user will be responsible for any charge incurred by his or her group. Projects may be subject to approval by staff prior to use of machinery.

Behavior Guidelines and Financial Liability

Behavior in the Makerspace is to be consistent with the Library's Behavior Guide and the Acceptable Use Policy for Internet Access.

Users of the Makerspace must agree to the following additional terms:

- The maker agrees to take precautions to avoid causing unnecessary mess or damage in the Makerspace.
- Some machines require the maker to bring in his/her own materials for use. Staff must approve all user-supplied materials before they are used on equipment to reduce risk of damage to equipment or harm to users within the Makerspace. NNPL staff reserve the right to disapprove certain materials, tools, etc. at their discretion. NNPL supplies materials for the 3D printers.
- The maker (or, if a minor, his/her parent or guardian) is responsible to pay any NNPL charges or fees for use of equipment, material and supplies provided by NNPL, and for all loss or damage to NNPL property or clean-up expense. NNPL is not responsible for any damage to, or loss or theft of, the maker's property.
- NNPL may require payment of charges/fees at the time of use or later for damages, and may charge the maker's NNPL account (or, if a minor, the parent/guardian's NNPL account) or seek payment by other means, at its discretion.

APPROVAL
