
Library Board

Monday, November 18, 2019

Regular Meeting

Item F3

Approval of Makerspace Use Policy including Waiver

This policy has been reviewed by City Legal Department and by the Library Board's Finance and Policy committee. Approval is recommended.

Staff Contact: Tanya Hansen, Ben Boeselager

Grand Island Public Library's Makerspace is a collaborative learning environment with a variety of equipment and resources where the focus is to create, invent, tinker, explore, and discover. The Makerspace is one of several learning centers within the Library that furthers the mission of lifetime learning and literacy.

The Makerspace may be used for lawful purposes only. Patrons are prohibited from creating items that are:

- Prohibited by federal, state, or local laws or regulations;
- Unsafe, harmful, dangerous, or that otherwise pose a threat to the immediate safety of others including weapons or parts of weapons of any kind;
- In violation of intellectual property rights including copyrighted, trademarked, or patented items or designs;
- In violation of the Library's Public Access Computers policy.

The final determination will be made by Library staff as to the suitability of items to be created in the Makerspace. All Library policies, rules of conduct, and posted safety instructions apply to the Makerspace.

Patrons may not modify any Makerspace hardware or equipment or download any unauthorized software on Makerspace computers. Patrons are responsible for having their own method of external storage (USB flash drive, cloud storage, etc.) for digital creations. Flash drives are available for purchase from the Reference Desk.

Library staff members are available to provide basic assistance/troubleshooting of Makerspace equipment. Library staff cannot provide in-depth training on Makerspace technology or software. Depending on staff availability and the nature of the request, one-on-one appointments through the Library's "Book-A-Librarian" service may be made for training on Makerspace equipment. There are also regularly scheduled classes on various pieces of equipment.

Patrons shall follow all posted operation instructions, safety instructions, and verbal safety requests from Library staff at all times while in the Makerspace. Certain equipment may require use of personal protective equipment (e.g. closed-toed shoes, safety goggles, etc.). Patrons unable or unwilling to follow safety instructions will not be able to use the Makerspace.

Fees are not charged for Library programs. Any non-program uses are subject to Board-approved fees.

Hours of operation will be posted and subject to change depending on availability of qualified/trained staff, programming needs, etc. To reserve equipment, interested patrons can contact the Library to set up a mutually-agreeable time.

Unless participating in a Library program, no one under Grade 6 in school may use the Makerspace. Non-program Makerspace users are required to have a Grand Island Public Library card in good standing, to take any required machine-specific training, and to sign a waiver to be kept on file at the Library. Signature by a parent or guardian is necessary for patrons in Grades 6 through 12. Patrons Grades 6 through 8 may use the Makerspace if supervised at all times by a trained adult over the age of 18.

Attached to this policy is a current list of Makerspace equipment and resources, as well as time limits and other procedures for their use. This list is subject to change as the Makerspace develops. Board-approved fees are referenced and subject to change.

Draft November 18, 2019

- I have read and agree to comply with all policies of the Grand Island Public Library, including Computer/Technology Use, Code of Conduct, Safety Policies and Instructions, and Makerspace Policies and Procedures.
- I will remain in the Makerspace at all times during my session.
- I will take all required machine-specific training before reserving its use.
- I accept full responsibility for the space, equipment, and furniture used during my session in the Makerspace.
 - I agree to immediately report any accident, malfunction, or breakdown of equipment or facilities to Library staff.
 - I agree that I am responsible for the cost of repairs, replacement, or cleaning if I damage any Makerspace equipment or resources during my use of the space.
- I agree that computers in the Makerspace are for use in Makerspace-related projects activities only, not for general internet or computer use (i.e, email, social media, general internet browsing, etc.).
- I agree to follow all posted operation instructions, safety instructions, and verbal safety requests from Library staff at all times while in the Makerspace.
- I agree to make full payment for all charges incurred during my use of the Makerspace.
- I agree that the Grand Island Public Library reserves the right to halt, delete, or disallow the creation of items that violate the attached Makerspace Policy. Final determination will be made by Library staff.

Name (printed)

Date _____

Signature

☐ Check if Grade 6-12

Parent/Guardian Signature (If user is Grade 6-12)

☐ I am 19 or older

This waiver will be kept on file at the Library.