

## **Maury Loontjens Memorial Library Makerspace Policy**

The Library's Makerspace is available to all patrons during designated walk-in times and scheduled events. Items created or ordered during designated walk-in and event times are free. The Makerspace is intended to foster creativity, collaboration and to supplement the educational enrichment provided by the library. Users can develop theoretical skills, increase knowledge through practice and experimentation while fostering skills in science, technology, engineering, arts, and math while using the Makerspace.

### **General Policy:**

- Children under the age of 18 are required to use the Makerspace with adult supervision.
- Behavior deemed inappropriate or objectionable as defined by the Library's Rules for Patron Conduct may lead to suspension from the library.
- Makerspace hours and events will be posted monthly on the Makerspace calendar and outside the room.
- Library staff will be available to teach patrons how to use the space and related equipment on a first come first serve basis.
- Users are responsible for cleaning their workspaces before leaving.
- The library does not supply free materials outside of Makerspace events and open hours.
- All patron-supplied materials are subject to inspection and approval by staff and must be accompanied by original packaging with appropriate safety and material information when applicable.
- All materials used in the 3D printer must be purchased from the Library because some materials are hazardous.
- Patrons using Makerspace equipment to create a project must abide by all U.S. copyright and patent laws. The Maury Loontjens Memorial Library and the Makerspace are not responsible for any copyright breach.
- Notice Concerning Copyright and Other Intellectual Property Restrictions:
  - The copyright law of the U.S. (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

- Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.
- This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright or other intellectual property laws.

### **Project Policy:**

- Projects created in this space must be approved by library staff on site and items deemed as dangerous or unlawful will not be allowed in the Makerspace.
- Projects created in the Makerspace may not be used for commercial use.
- Patrons are encouraged to ask for assistance from staff in order to help facilitate their learning experience.
- Patrons may not leave their personal projects or materials in the Makerspace overnight unless given permission by staff. Patrons have two (2) weeks to pick up any creations or projects. After that time the library is not responsible for items left.
- Patrons may provide their own materials for their personal projects with staff permission.
- Projects and items produced are prohibited that:
  - Violate the library’s code of conduct.
  - Are obscene or inappropriate.
  - Are unsafe, harmful, dangerous, or which pose a threat to the well-being of others.
  - Contain symbols or rhetoric that represent a hate group or qualify as hate speech.
  - Are of a sexually explicit nature.
  - Reproduce objects or materials that are subject to copyright, patent, or trademark protection

- The Library is not responsible for the success or failure of any project, and patrons are responsible for the material cost of any applicable project regardless of success or failure.
- Projects can only be worked on in the Makerspace during walk-in hours.

### **Safety:**

- Personal Protective Equipment (PPE), first aid supplies, fire extinguishers and other safety equipment will be available as needed.
- Open-toed shoes are not permitted in the Makerspace.
- Ensure ~~that~~ all jewelry, clothing, or hair is secured while operating the equipment.
- Hands must be kept away from the machines while they are in operation. If there is a critical failure in the machine, inform a staff member and they will attend to it.
- Should an injury or incident occur in the Makerspace users must immediately inform a staff member for assistance.

### **3D Printing:**

Maury Loontjens Memorial Library makes 3-D printing available for a fee except during designated Makerspace events and walk-in times. The library's 3-D printers are available for the printing of three-dimensional objects using a design that is uploaded from a digital computer file.

The library's 3-D printers may be used only for lawful purposes. Please see the prohibited items in the Project Policy.

- The library reserves the right to refuse any 3-D print request.
- The patron agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to copyrighted, patented or trademarked materials.
- The library reserves the right to limit the number of print requests per patron per month.
- Library staff will review every object file before it is printed. Printing will be first-come, first-served.

- Job requests must be for personal use only, commercial use is prohibited. Please allow a two (2) week turnaround for job requests.
- Only Library staff may operate 3-D prints

Cost is \$2.00 per job and \$0.50 per gram of filament used. Filament colors are limited to Library stock. Charges must be paid at the time of pick up. Refunds are not given. Customers have two (2) weeks to pick up their job. If they are not picked up, their account will be charged.

### **Cricut and Screen Printing:**

Use of Cricut and screen-printing equipment is only during designated Makerspace events and walk-ins. Only trained staff will have hands-on access to fixing or replacing Cricut blades. Patrons are welcome to bring in materials on which they wish to print t-shirts, mugs, cardstock, etc. Patrons may only use Cricut and screen-printing materials supplied by the library such as vinyl, heat transfer material, etc.

Items produced must follow the general, project, and safety sections of the Makerspace policy.

If projects exceed the time allotted during designated Makerspace events and walk-in times, the patron may request to schedule an appointment to complete the project.

### **Video Conversion Service:**

The Maury Loontjens Memorial Library offers equipment, for use by its staff, to convert analog video into a digital format as a service to the public. Available equipment can convert VHS cassette tapes to a DVD purchased from the library at \$1.00 per disk.

#### Guidelines:

This digital conversion service is facilitated by Library staff and is available to Ocean State Libraries cardholders. This service is intended to help preserve home movies or special occasion recordings for posterity. Digital conversion requests for materials such as feature films, that are protected by U.S. Copyright Law (Title 17 U.S. Code), will be refused. Any content that is of an illicit or lewd nature that violates the Library's Code of Conduct will be refused.

### Digital Conversion Procedures

1. Patrons will drop off VHS tape(s) to be converted.
2. Patrons must complete a job request form and sign the Video Conversion Agreement.
3. Requests are limited to one per week and to no more than 3 VHS cassette tapes or up to 6 hours of material at a single time.
4. Staff must verify with the patron that the materials are not subject to copyright or otherwise protected from reproduction/conversion under the law.
5. Staff will provide an estimated completion time.
6. Once notified of completion, patrons must pick up their materials within two (2) weeks. Any materials that are not picked up within the allotted time frame, may be disposed of by the Library.

The Maury Loontjens Memorial Library will not be held responsible for any errors which occur during use of the equipment, including but not limited to:

- Errors in the conversion into digital files on DVD.
- Errors pertaining to the quality of the cassette.
- Errors pertaining to the equipment.
- Errors pertaining to the software.
- Damage, of any type, to the original cassette tapes or media to which digital files are transferred.

In addition, the Maury Loontjens Memorial Library will not be liable for copyright infringement or any other violation of the law related to video conversion performed on the patron's behalf. By signing the Video Conversion Agreement, the patron is representing to the staff member and the Library that the patron has the legal right to perform the conversion.

### **Sewing, Woodburning, and Embroidery:**

The Maury Loontjens Memorial Library provides access to sewing machines, woodburning, and embroidery equipment in the Makerspace. Patrons eighteen (18) years of age or older are welcome to use Makerspace equipment independently during the library's hours of operation after attending training, and reading and signing the Makerspace Liability Waiver and Agreement. Patrons seventeen (17) and under must be accompanied by an adult at all times, both having attended training, and reading and signing the Makerspace Liability Waiver and Agreement.

Patrons using sewing machines, woodburning, and embroidery equipment must adhere to the following guidelines:

- Patrons may use the Makerspace during hours of operation and when the Makerspace is not being utilized for a program, meeting, or other organizational need.
- Patrons must clean up and finish their projects fifteen (15) minutes before closing.
- Patrons must have signed the Makerspace Liability Waiver and Agreement and informed themselves on the policy.
- Patrons must supply any materials they may need for their project and have them approved by the staff.
- Patrons is responsible for their project and cannot store it in the space or anywhere else in the library after they leave.

### **Poster Printing:**

The Maury Loontjens Memorial Library has a poster printer that is primarily used for institutional purposes. Patrons can request the printing of a poster for a fee. The library's poster printer is available for the printing of posters and banners using a design that is uploaded from a digital computer file.

- The library's poster printer may be used only for lawful purposes. Content that will not be produced includes, but is not limited to, images or language that are:
  - Lewd, offensive, sexual, or hateful language and/or images
  - Violate the library code of conduct
  - Violate any municipal, town, city, state, or federal law
  - Prints of an explicitly political nature
  - Contain symbols or rhetoric that represent a hate group or qualify as hate speech.
  - The patron agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to copyrighted, patented, or trademarked materials.

- Print job prices are calculated at \$4.00 per square foot of material used for printing.
- Patrons are charged for any unused waste materials for a print job.
- The library reserves the right to refuse any poster print request.
- The library reserves the right to limit the number of print requests per patron per month.
- Payment of posters must be made at the time of pick up, but an estimate can be made beforehand.
- Library staff will review every file before it is printed. Printing will be first-come, first-served.
- Job requests must be for personal use only, commercial use is prohibited. Please allow a one (1) week turnaround for job requests.
- Posters not picked up within two (2) weeks of printing become the property of the Library.
- Poster printing can only be operated by Library staff.
- Patrons may not supply their own ink or printing paper.

Approved by the Library Board of Trustees March 3, 2025

Amended by the Library Board of Trustees on September 21, 2026

Jared Jacavone, Library Director