
MAKERSPACE POLICY

Annie Gotwald Makerspace and STEM Lab (the Makerspace) has been provided to promote creativity, innovation, and technology education in Washington Township. A makerspace is defined as “an area and/or service that offers library patrons an opportunity to create intellectual and physical materials using resources such as computers, 3-D printers, audio and video capture and editing tools, and traditional arts and crafts supplies.” Westfield Washington Public Library (WWPL or the Library) encourages patrons to learn new skill sets in this space but does not promote running cottage industries due to extensive use and wear and tear on community equipment.

ACCESS

- Open hours and workshop times will be posted on the Library's website
- During designated periods, the Makerspace will have *open hours* during which members of the public are welcome to come in, ask questions, use the equipment, or work in the space. Makerspace personnel will make their best effort to assist and supervise as needed but may make judgment calls based on current traffic and the needs of the public generally.
- Patrons must check in with the designated WWPL staff member on duty and sign the guestbook each time they use the Makerspace.
- The Makerspace will offer workshops to demo and explore educational tools at specific times, however adult patrons can also request access to these tools during open hours to use with their children, at the discretion of Makerspace staff based on considerations like current traffic, available time, age of the children, etc.
- The Makerspace closes 30 minutes before the Library closes.
- When reserving Makerspace equipment, scheduled Library programs have priority, followed by patrons who have made a reservation ahead of time.
- If the equipment is not reserved, it will be made available on a first-come, first-served basis, subject to staff availability.
- A WWPL library card is not required for access to the Makerspace
- Reservations are required for the Recording Studio
- Reservations may be extended at staff discretion if there is no waiting list.
- There is a 15 minute grace period before reservations are canceled.
- The Makerspace and Recording Studio will be locked when not in use.
- When machines are out of order, staff will attempt to contact patrons with reservations. This courtesy cannot be guaranteed.
- Some files can be submitted to makerspace@wwpl.lib.in.us and picked up at the library upon completion.

SAFETY & LIABILITY

- The Makerspace may only be used for lawful purposes. The public is prohibited from using the Makerspace equipment to create material that is:
 - Prohibited by local, state, or federal law
 - Unsafe, harmful, dangerous, or poses an immediate threat to the wellbeing of others (such use may violate the terms of use of the manufacturer)
 - Obscene or otherwise inappropriate for the library environment
 - In violation of another's intellectual property rights. For example, the equipment may not be used to reproduce material that is subject to copyright, patent, or trademark protection
- WWPL reserves the right to halt, delete, or disallow the creation of items that violate Library policies, including the creation of weapons, obscene materials, or illegal items.
- Food and drink are not permitted in the Makerspace.
- Appropriate attire (no loose clothing, jewelry, etc.) should be worn at all times in the Makerspace along with safety equipment as needed.
- Staff must approve all patron-supplied materials before they are used on machines to reduce the risk of damage to machines or harm to patrons within the Makerspace.
- WWPL is not responsible for personal property or files or the loss thereof.
- Any accidents, including damage to WWPL property, must be reported immediately.
- WWPL reserves the right to take and display photographs or videos on the library's website and social media. Special consideration for patent or copyright reasons will be considered by the Library Director.
- WWPL is not responsible for any injuries caused by the improper use of equipment.
- Patrons will not modify the Makerspace's hardware or software, or install new programs onto the computers.
- Library equipment cannot be removed from the Makerspace.
- WWPL reserves the right to deny Makerspace access if a patron violates any part of the Makerspace Policy or any other WWPL policy, or for any other misuse of the space, as determined by library staff, either temporarily or permanently.
- Patrons are expected to clean up after themselves, including returning WWPL hardware and supplies to the proper storage area.
- Patrons must save their files to an external storage device or online storage location. Any work saved on Library computers will be deleted once the computer is turned off and cannot be recovered.
- WWPL is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied by the library.
- The Makerspace does take donations of consumables such as 3D printer filament, Glowforge-printable materials, etc., as well as equipment or anything else that might be useful to the space. We reserve the right to decline or discard donations.
- Patrons aged 13 and up may use the Makerspace independently. Patrons aged 12 and under may use the Makerspace if supervised by an adult at all times.
- Patrons aged 8 and up may attend a workshop, led by library staff, without an adult. Patrons 7 and under must be supervised by an adult during library led workshops.
- Makerspace equipment may not be left unattended while in use; a patron aged 13 or older must stay with it at all times.



FEES

The library seeks to recoup material costs by charging fees based on material and machine maintenance costs plus Indiana sales tax. These fees are subject to change. Please consult the fee schedule on our website for current rates.

- The patron is responsible to pay any costs for use of machines, materials, and supplies provided by WWPL, and for all loss or damage to WWPL property or clean-up expenses.
- A current fee schedule will be posted on the Library's website.
- Users are still responsible for purchasing materials used in failed projects due to user error or inferior files.
- Projects that fail due to library equipment error, poor quality provided material, or staff error will be retried once. If successful upon the second attempt, patrons will be responsible for previously agreed upon fees.