

## MAKERSPACE POLICY

The Patchogue-Medford Library is committed to developing resources and services that continue to meet the cultural, informational, recreational and educational needs of the community. Our Makerspace was created to enable Library patrons to work on personal projects, learn new skills, and explore their own interests.

Equipment in the Makerspace may be used only for lawful purposes. The public will not be permitted to use equipment to create material that is:

- a. Prohibited by local, state or federal law.
- b. Unsafe, harmful, dangerous or poses an immediate threat to the wellbeing of others. (Such use may violate the terms of use of the manufacturer.)
- c. Obscene or otherwise inappropriate for the library environment.
- d. In violation of another's intellectual property rights; objects that would violate patents, copyrights, trademarks, registered designs or any other proprietary objects.

Appointments may be required for the use of some equipment. The Makerspace is a shared space and makers should understand that an appointment to use a piece of equipment does not constitute a reservation of the entire room for private use. The Makerspace is for everyone; however, patrons under the age of 10 must have a parent or guardian present who will be responsible for that child while in the Makerspace.

Staff is available to explain use of tools and equipment, and will make instructional materials such as manuals available upon request. Some equipment/software may require staff supervision, instruction or training in order to use. Patrons are expected to follow general usage and safety guidelines as posted in the Makerspace. Equipment issues or accidents should be reported to library staff immediately.

Fees may be charged for some materials and services, as posted in the Makerspace. Library staff manage computer hardware and software. Staff will consider modification requests, but users are not allowed to modify the Makerspace's hardware or software, or install new programs onto the computers. Any work saved on the computers in the Makerspace will be deleted when logged off and cannot be recovered. Users must provide their own external storage devices. Only Library approved devices and materials may be used with Makerspace equipment.

The Library is not responsible for damage to materials, nor for the loss of data or information, nor for liability that occurs from the use of library software, or hardware. Patrons agree to release and hold harmless the Library, its officers, agents, trustees, employees, volunteers and all related or affiliated parties (collectively the "Library") from any and all liability, actions or claims for any loss, injury or damage that may arise in connection with the use of the Makerspace or its equipment, including but not limited to any liability, action or claim arising from the alleged negligence of the Library, which are not the result of gross negligence, intentional neglect, or willful or wanton conduct by the Library or its agents, representatives, or employees.

Patrons may be held responsible for the repair or replacement cost of missing or damaged equipment. Use of the Makerspace not consistent with the Library's policies and procedures may result in loss of privileges.

See also: Computer and Digital Resources Policy

Adopted by the Board of Trustees July 15, 2020