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. 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.

Equipment in the Makerspace may only be used for lawful purposes. Use of the Library's Makerspace equipment does not mean endorsement by the Library of the material being created. The views or opinions expressed by individuals or groups utilizing Makerspace equipment shall not be construed as the views or opinions of the Library or any of its officers or employees. Unacceptable uses of equipment includes but are not limited to:

a) Creating materials prohibited by local, state or federal law
b) Creating materials that are unsafe, harmful, dangerous or that pose an immediate threat to the wellbeing of others (such use may violate the terms of use of the manufacturer)
c) Creating materials that are obscene or otherwise inappropriate for the library environment
d) Creating materials in violation of another's intellectual property rights; objects that would violate patents, copyrights, trademarks, registered designs or any other proprietary objects
e) Operating an on-going business

Appointments and Access

- Appointments are strongly recommended and may be required for certain equipment.
- An equipment appointment does not reserve the entire room for private use.
- Patrons may be limited to 2 hours of appointments per week due to high demand.
- Repeated no-shows may result in loss of Makerspace privileges.

Fees and Project Storage

- Fees apply for some materials and services (see posted rates in Makerspace and on website).
- Unclaimed items or completed projects may be discarded or repurposed after 60 days.

Staff Assistance and Safety

- Staff can explain tool and equipment usage and provide instructional materials upon request.
- Some equipment/software may require staff supervision, instruction, or training.
- Patrons must follow posted usage and safety guidelines and report equipment issues or accidents to staff immediately.

Equipment and Software Use

- Library staff manage all hardware and software.
- Users cannot modify hardware/software or install new programs.
- Users must provide their own external storage devices.
- Only Library-approved devices and materials are permitted with Makerspace equipment.

- Work saved on Makerspace computers will be deleted upon log-off and cannot be recovered.
- Patrons may be responsible for repair or replacement costs of damaged or missing equipment.

Liability and Disclaimer

- The Library is not responsible for damage to materials, loss of data/information, or liability from software/hardware use.
- 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.

Use of the Makerspace not consistent with the Library's policies and procedures may result in loss of privileges.

Adopted by the Board of Trustees July 15, 2020; Revised October 16, 2024.

See also: Computer and Digital Resources Policy