

Makerspace and Studio E 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 and Studio E exist so that Library patrons can work on personal projects, learn new skills, and explore their own interests. These spaces are 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 or Studio E.

Equipment in the Makerspace or Studio E may only be used for lawful purposes. Use of the Library's Makerspace or Studio E equipment does not mean endorsement by the Library of the material being created. The views or opinions expressed by individuals or groups utilizing Makerspace or Studio E 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 in the Makerspace and may be required for certain equipment. An equipment appointment does not reserve the entire Makerspace for private use.
- Appointments are required to use Studio E. All users of Studio E are required to complete our short online training prior to making an appointment.
- Patrons may be limited to 2 hours of appointments per week due to high demand.
- Repeated no-shows may result in loss of privileges.
- Printing requests, 3-D and large format, must be submitted through the submission form on our website. With the exception of 3-D and large format print requests, all patrons must be present in the Makerspace for the creation of their project, unless staff indicate otherwise.

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 Library 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 August 19, 2025.

See also: Computer and Digital Resources Policy