

Makerspace Policies

Use of Space

1. **Age Limits:** The Makerspace is open to Finkelstein Memorial Library (FML) cardholders ages 16 and older.
2. Children ages 12–15 years and younger are allowed to use the Makerspace when supervised at all times by a parent or legal guardian who is an FML cardholder.
3. **Waiver Requirement:** FML cardholders must fill out a waiver before using the Makerspace. For minors 17 years and younger, a parent or legal guardian must fill out the waiver. Waivers will be kept on file.
4. Users of the Makerspace must adhere to Finkelstein Memorial Library [policies](#), waiver forms, and obey all local, state, and federal laws. The Library reserves the right to terminate the Makerspace privileges of any person in violation of these policies.
5. Issues, accidents, or injuries must be reported immediately to Makerspace staff.
6. **Availability:** The Makerspace is available to Finkelstein Memorial Library cardholders during Open Use Time hours. Hours are subject to change. Library–sponsored activities, classes, and programs have priority use of the Makerspace.
7. The Makerspace is not available for group reservations, group projects, or meeting room bookings.
8. No food or drinks allowed.
9. Please clean up after completing your projects.
10. Do not rearrange chairs or tables.
11. The FML Makerspace is free to use. Some equipment requires a cost for materials. We encourage you to bring in your own materials to create your projects but they must be approved for use in the Makerspace.
12. Follow the Library's current COVID protocols regarding masking, social distancing, and related measures.

Use of Equipment and Materials

1. Patrons may use all equipment (except for the 3D printers and Laser cutters) if:
 - a) They have prior experience.
 - b) Qualified staff is available to assist. During Open Use Time, library staff will have varying levels of expertise with the Makerspace equipment and software. Please note that help may be limited, and some staff members are unable to assist with specific Makerspace equipment or software.
 - c) You have attended training with a staff member.
2. **Reservations:** Equipment reservations are recommended. Walk–ins during Open Use Time are welcome, but equipment availability is not guaranteed. Reservation limit of 1 hour per day max. Limit of one (1) reservation allowed per day. Reservation requests can be made up to 7 days in advance. All reservation requests are on a first–come, first–served basis.

3. **Materials Available for Purchase:** The Library sells a limited supply of materials. View our [price list](#) for material costs. **Only cash is accepted.** Material availability is not guaranteed; prices are subject to change. The Library does not offer refunds for materials used or for any remnants.
4. Users are encouraged to bring in their own materials for use with equipment contingent upon on pre-approval from staff. The Library reserves the right to deny non-compatible materials and tools.
5. The Library reserves the right to halt, delete, or disallow projects or materials that violate our policies.
6. The Library is not responsible for damaged, non-functioning, or failed projects.
7. The Library cannot guarantee project quality, satisfaction, equipment availability or stability, confidentiality of design, or specific delivery times.
8. The Library is not responsible for any damages or destruction of a user's personal equipment used with any Makerspace equipment or tools. The Library and its staff are not liable for any loss, damage, or expenses sustained by users due to the utilization of services, equipment, software, advice, or information.
9. The Library is not responsible for any damages, loss, or security of data arising from use of its computers or network or during the creation or digitization process. Users are responsible for the storage of their digital files and providing their own storage devices as needed.
10. Users of the Makerspace accept financial responsibility for damage caused to the equipment or space beyond normal wear.

No Call/No Show Policy

Patrons that make an appointment and do not show up for their appointment or Makerspace programming without calling or cancelling will be banned from making future appointments or signing up for future programs in the Makerspace. Cancellations are required at least an hour in advance of the scheduled appointment time.

Restrictions

Makerspace equipment may not be used to create projects that are:

- Prohibited by local, state, or federal law
- Used as weapons
- Unsafe, harmful, dangerous, or pose a threat to people or equipment
- Obscene or otherwise inappropriate for the Library
- In violation of intellectual property rights
- Intended for re-sale or profit

To ensure fair and equal access to our equipment, the Makerspace is not to be used for mass production purposes. Project or equipment limits may be applied when necessary.

Overnight storage of user materials, projects, equipment, or other personal property in the Makerspace is prohibited.