

Arlington Public Library Maker Space(s) Usage Guidelines

Maker Space(s) is a flexible, participatory learning environment where Arlington Public Library (APL) patrons can utilize a variety of hands-on learning opportunities, gain access to the latest technology to encourage entrepreneurship and to help library patrons (Makers) to become more creative and empowered with new skills. The Arlington Public Library (APL) wants Makers of all sorts to be able to share the space and equipment with one another.

To achieve this goal, Makers must observe not only the library's policies, but the additional guidelines and responsibilities listed here. Failure to do so may result in the revoking of Maker Space(s) privileges and/or library privileges as outlined in the APL Library's Patron Behavior Expectations of Behavior.

This Agreement ("Agreement") is entered by and Between the library patron (The Maker) and the Arlington Public Library, a department of the City of Arlington (APL)

Registration and Access to Maker Space(s)

Makers must be an APL cardholder. Before using Maker Space(s) for the first time, the Maker must complete Maker Waiver Form, present a valid library card, and a photo ID. Before each subsequent use, the Maker must check in with Library staff, within the Maker Space(s), with their library card or photo ID.

Access to Maker Space(s) for Makers Under 17

Arlington Public Library's Safe Child Expectation applies to Maker Space(s). Makers under 17 must have a parent or guardian present to sign Maker Waiver Form. Makers under the age of 13 must be accompanied by a parent or guardian at all times. The age restrictions will be identified in the usage guidelines for each piece of equipment.

Using Maker Space(s) Equipment

- Some equipment may require training before use. Makers may not use these pieces of equipment unless the Maker has attended a training class, passed any required certification test for that piece of equipment, and received approval from staff for each use. Each approval will be documented in the library patron's account.
- When using equipment without a training requirement in Maker Space(s), The Maker certifies that they are capable of using the equipment in a safe and proper manner and must follow the safety guidelines listed on the equipment's usage sheet. Staff may not be available to assist with the use of any of the equipment.
- APL is not responsible for any defects or the quality of any of the equipment in Maker Space(s). If any of the equipment begins to act unsafe or incorrectly, the Maker must immediately discontinue use and notify Library staff. If you notice any damage to the equipment, please notify Library staff and ask approval before use.
- Equipment borrowed must be returned in the same condition as issued, barring normal wear and tear such as scratches or wear on the outside of the equipment from use. Examples of not normal wear and tear are Breaking of the structure, cracking, losing parts of the equipment. Makers agree to pay for the loss of or damage to any items due to misuse or non-compliance with specified instructions.
- Reservations on the equipment and Maker Space(s)/Library Programs take precedence over walk-ins. Please see the Reservation Process about reserving certain equipment. Other than the equipment that can be reserved the items in Maker Space(s) are on a first come, first serve basis. Library staff has final say on any disagreement over the use of equipment.
- Makers may temporarily lose equipment access and require retraining on equipment if they: 1. cause the equipment to be out of service; 2. do not follow the equipment usage guidelines; 3. demonstrate a lack of the basic knowledge required to use the equipment.
- Makers may lose their equipment access if retraining is required more than one time per piece of equipment.

Other Responsibilities for Makers while in Maker Space(s)

- Makers agree to keep their workspace neat and to return all equipment to its proper place when finished.
- A Maker must be in reach of the equipment at all times while it is in use to ensure safety, so equipment can be controlled or turned off.
- Makers must immediately notify Library staff of any accident or incident of violation of any guidelines or library policies that occurs in Maker Space(s).
- Makers must pay all fees at the time Maker Space(s) equipment and services are used. If not paid, Library staff reserve the right to refuse service and/or keep any items for non-payment.
- The Arlington Public Library is not responsible for any personal effects, supplies or equipment left unattended or stored in Maker Space(s).
- Food or drinks are not allowed in Maker Space(s).
 - Makers must respect the intellectual property of others and U.S. copyright laws.
 - Makers must not create anything unlawful, dangerous, obscene or racially, ethnically or otherwise objectionable.

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Final determination is at the discretion of the Director of Libraries or designee. Any such items will be seized and destroyed.

Disclaimer: While Library staff will make every effort to oversee the use of equipment, APL is not responsible for any object created with the use of the equipment. This Disclaimer includes any harm or injury incurred as a result of using any of the resources available in Maker Space(s).

Maker Space(s) Equipment Reservations

STATEMENT OF PURPOSE

The equipment in Maker Space(s) is available for individual use by advance reservation or by walk-ins. The goal of these guidelines are to ensure that the equipment is being fully utilized by as many people as possible during the hours that Maker Space(s) is open.

PRIORITY FOR USE OF EQUIPMENT

Priority for use of Maker Space(s) equipment shall be the following:

1. The Arlington Public Library staff
2. Individuals who have made a reservation for a specific date/time
3. Walk-ins, based upon availability

REQUIREMENTS FOR USE

The following requirements must be met by all individuals requesting a reservation of any of Maker Space(s)'s equipment.

The individual must:

- Be an APL library card holder in good standing in accordance with APL Library policies
- Have successfully completed all necessary training for the requested equipment
- Not have any outstanding Library fines more than \$10.00

RESERVATIONS

Library staff shall have overall responsibility for reservations.

The following guidelines will be considered when reservations are scheduled:

- Reservations may not be made more than seven days in advance
- Based on availability, applicants are limited to no more than two (2) reservations per week
- Concurrently scheduling multiple pieces of equipment is not allowed
- Work on the equipment should conclude and The Maker should clean and restore the work station 15 minutes prior to the end of a reservation time.
- Notice of cancellation must be given at least 24 hours in advance of a reservation. Cancellation of a reservation without 24 hours' notice may result in the denial of future reservations. If a reservation is cancelled due to inclement weather, an applicant may re-schedule to an available date.
- Failure to arrive for a reservation within 30 minutes of the reservation time may result in a cancellation of the reservation and the equipment will be made available to other Makers.

GENERAL RULES OF USE

The following General Rules of Use apply to any facility users:

- Applicants are expected to abide by Maker Space(s) Usage Guidelines and any applicable Library Policies at all times.
- Individual reservations may be made only during hours Maker Space(s) is open.
- Groups may schedule a training or demonstration of any equipment in Maker Space(s). To schedule a training and/or demonstration, please contact the library. Trainings and/or demos will be offered based on staff availability.

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**General Safety Guidelines
IN AN EMERGENCY DIAL 911**

General Guidelines for the Space

- Follow the rules for each piece of equipment or area
- Report any unsafe behavior, injuries or malfunctioning equipment to Library staff immediately
- Do not take equipment out of Maker Space(s)
- Keep cabinet drawers and doors closed
- Clean and return any item to its proper storage when not in use
- Clean up before leaving an area
- No horseplay, startling, or distracting anyone (not even with a conversation) while using a tool or equipment

About You

- Safety goggles, gloves, ear protection, and masks are all available. It is your responsibility to use the proper safety equipment for your project.
- Be aware of locations of first aid equipment and know of the operating guidelines for the equipment you are using.
- Remove or fasten any loose clothing and/or jewelry
- Tie back or cover long hair
- Wear closed toed shoes
- If you are not sure what you are doing, ask Library staff
- Never operate machinery if you are tired or in a hurry
- Think through the entire job before starting

About the Equipment

- Use tools only as they were designed to be used and always use the proper type and size of tool
- Check tools for damage before using and never use a broken tool
- Always check adjustments on the machines before turning on the power
- Make sure that everyone is clear of the machines before turning the power on
- Once you have started a machine, remain with it until you have turned it off and it has come to a complete stop
- Keep all safety guards on the machines in their correct position
- Keep hands, fingers and hair away from the blades or other moving parts of equipment
- Stay clear of machines being operated by others
- Stay focused on your work at all times while operating equipment
- Shut off and unplug items when you are finished using them
- Let hot items cool completely before handling and/or storing
- Always close or cover blades, if possible, when not in use
- Dispose of combustible, corrosive and/or otherwise hazardous materials in the designated containers

Failure to follow these guidelines may result in the revoking of Maker Space(s) privileges and/or library privileges as outlined in the
APL Library's Expectations of Behavior

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**Arlington Public Library Maker Space(s)
ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM**

You are required to read the following information very carefully and make sure that you understand it fully and sign it before participating in this activity or program. The Accident Waiver and Release of Liability Form shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I agree to abide by Maker Space(s) Usage Guidelines. I am fully aware that participation in Maker Space(s) may result in risk of personal injury or harm. In consideration of being granted the opportunity to participate, I hereby agree to release and hold harmless the Arlington Public Library and the City of Arlington, its employees, volunteers, committees and boards, from and against any and all liability, loss, damages, claims, or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law.

I hereby assume all of the risks of participating in any/all activities associated with activities at the Arlington Public Library Maker Space(s), including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

I, hereby for myself, on behalf of my heirs, successors, and assigns, in consideration of being permitted to use tools and equipment, agree to release and indemnify and hold harmless and defend the APL and the City of Arlington, its employees, volunteers, committees and boards, from any and all liability, loss, claims, and demands, actions, or cause of action for the death or injury to any persons and for any property damage suffered or incurred by any person which arises or may arise or be occasioned in any way from The Maker or possession of tools, technology, equipment or supplies I am using Maker Space(s) at the Arlington Public Library. Any available insurance of The Maker shall be primary, and the APL shall be Non-Contributory.

I further certify that I am in good physical condition and have no medical or physical conditions that would restrict my participation in this activity or program.

I acknowledge that APL, the City of Arlington, its employees, volunteers, committees and boards are not responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific activity on their behalf.

I understand while participating in this activity, I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by APL, the City of Arlington, and its employees, volunteers, committees and boards or its assignees.

I do hereby for myself, on behalf of my heirs, successors, and assigns, in consideration of being permitted to use tools and equipment, waive any and all claims against APL of the City of Arlington, for any personal injury, illness, death, or liability resulting from or arising out of the carelessness, recklessness, negligence and/or fault of APL or the City of Arlington.

I affirm that the information I have provided is current, true, and correct. I understand that this information may be subject to verification. I certify that I have read this document and I fully understand its content. I am aware that this is a release of liability and a contract and I sign it of my own free will.

Signature _____ Date _____

Printed Name _____ Library Card Number: _____

Email: _____ Phone: _____

Emergency Contact (Name and phone): _____

Any Maker under seventeen years of age must also obtain the following consent and release before using Maker Space(s) at the Arlington Public Library

I, _____ (print name), am the parent or legal guardian of _____ (print name). I consent to this and state that I have read the above release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

Parent/Guardian Signature _____ Date _____



Printed Name _____