



## **POLICIES**

### **MakerStudio@GCLS**

1. Makers must have a valid GCLS library card or a valid library card from a LOGIN consortium member library. Guest passes may be issued for out of county residents with proper ID.
2. Makers must complete a Maker Agreement form.
3. Makers must “check in” with the designated GCLS staff member on duty, using their library card, and sign the guest book each time they use the MakerStudio.
4. Makers under age 13 must be accompanied by a parent or guardian at all times. Parent/guardian supervision is required for all minors, as the MakerStudio contains potentially dangerous tools and the MakerStudio Jr. may contain small parts not suitable for children under the age of 3.
5. Makers under the age 18 or those inexperienced with sewing machines must attend a sewing class before using the serger.
6. Makers must participate in mandatory safety training in order to use the 3D printer and vinyl cutter, and for any tools acquired for the MakerStudio@GCLS in the future that are determined to require safety training. Makers may not use these tools until safety training and certification has been completed. Makers must attend safety training in person.
7. When using a tool that does not require specific safety training, the Maker is certifying that he/she is capable of using that tool or equipment in a safe and proper manner.
8. MakerStudio@GCLS staff is available to assist in explaining operation of tools and equipment, and will make materials such as manuals available upon request.
9. The MakerStudio@GCLS provides the Maker with access to safety supplies in the studio, such as safety glasses, gloves, First Aid Kit, and fire extinguisher.
10. Unless previously scheduled for use by staff, most tools and equipment are available to Makers on a first come, first serve basis, for use in the MakerStudio@GCLS space only.
11. The library reserves the right to refuse entry to, or remove from, the MakerStudio any persons who are in violation of the library’s code of conduct.

12. The Library's 3D printer is available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.
  - a. The Library's 3D printer may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printer to create material that is:
    - i. Prohibited by local, state or federal law.
    - ii. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
    - iii. Obscene or otherwise inappropriate for the Library environment.
    - iv. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.
  - b. The Library reserves the right to refuse any 3D print request.
13. GCLS is not liable for any damaged material or media belonging to persons utilizing MakerStudio@GCLS equipment or facilities.
14. The copyright law of the United States (Title 17, U.S. Code) governs the making of copies or other reproductions of copyrighted material. The person using library equipment is liable for any infringement.
15. Users of the DesignStudio@GCLS equipment and software are not required to complete a Maker Agreement and check-in with MakerStudio@GCLS staff. Use of the DesignStudio@GCLS equipment and software is not restricted by age.

*Approved by the GCL Commission 6/25/14.*

*Amended 11/25/14.*

*Amended 12/18/15.*

*Amended 1/27/16.*