



## Gloucester County Library System MAKERSPACE POLICIES

**The following policies are in effect at all GCLS Makerspaces:**

1. Makers must have a valid photo ID, GCLS library card, or a library card from a LOGIN consortium member library.
2. Makers must complete a Maker Agreement form.
3. Makers must “check in” with the designated GCLS staff member on duty, using proper ID, and sign the guest book each time they use a GCLS Makerspace.
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 GCLS Makerspaces contain potentially dangerous tools, and the MakerStudio Jr. may contain small parts not suitable for children under the age of 3.
5. Makers under age 18, or those inexperienced with sewing machines, must attend a sewing class before using a serger or embroidery machine.
6. Makers must participate in mandatory safety training in order to use the 3D printers, laser cutter/engraver, and vinyl cutter, and for any tools/equipment acquired for GCLS Makerspaces 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. GCLS staff is available to assist in explaining operation of tools and equipment, and will make materials such as manuals available upon request.
9. 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 GCLS Makerspaces only.
11. GCLS reserves the right to refuse entry to, or remove from, a GCLS Makerspace any persons who are in violation of the GCLS code of conduct.

12. Equipment in GCLS Makerspaces may be used only for lawful purposes. The public will not be permitted to use equipment in GCLS Makerspaces to create material that is:
  - a. Prohibited by local, state or federal law.
  - b. Unsafe, harmful, dangerous or poses an immediate threat to the wellbeing of others. (Such use may violate the terms of use of the manufacturer.)
  - c. Obscene or otherwise inappropriate for the library environment.
  - d. 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.
13. GCLS reserves the right to refuse any request for use of equipment in GCLS Makerspaces.
14. GCLS is not liable for any damaged material or media belonging to persons utilizing GCLS Makerspace equipment or facilities.
15. 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 GCLS equipment is liable for any infringement.
16. Users of the DesignStudio equipment and software at the GCLS Mullica Hill Library are not required to complete a Maker Agreement and check-in with MakerStudio staff. Use of the DesignStudio 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.*

*Amended 12/20/17.*