

	POLICY:		POLICY NO.:
	<b>Maker Spaces</b>		<b>OP - 07</b>
	CATEGORY:	LAST REVIEW/ REVISION DATE:	SCHEDULED REVIEW DATE:
	<b>Operational</b>	March 2022	March 2024

## 1. Purpose

King Township Public Library (KTPL) is committed to offering community access to new and emerging technologies. This policy establishes the acceptable use of the King City branch Make-it Lab and designated equipment in all the branches by users in collaboration with Library staff.

## 2. Scope

This policy applies to all users of KTPL’s Maker spaces and Maker equipment.

## 3. Definitions

For the purpose of this policy:

1. *Make-it Lab* – defined as the specialized space in the King City branch that will host technological and creative programs, exploration, outreach, and house Maker equipment.
2. *Maker Pop-ups* – defined as on-the-spot use of Maker equipment at any branch location or event.
3. *Maker equipment* – defined as any technology associated to the Make-it Lab and Maker Pop-ups.
4. *Maker staff or designates* – defined as any individual who is trained or has a basic understanding of both the Maker equipment and Lab.

## 4. Guidelines

1. The Make-it Lab and Maker Pop-ups are open and available during set schedules determined by Maker staff or designates. The Make-it Lab may close during programs, outreach visits, or events, at the discretion of the Maker staff.
2. Usage of the Make-it Lab and Pop-ups must be supervised by Maker staff at all times. In the event that a Maker staff or designate is not available, the space will be closed to the public.
3. Public use of the equipment requires completion of a certification process.



4. Parents or guardians are responsible for their children's use of the Maker-it Lab and Pop-ups and Maker equipment. Children are not to be left unattended in the Lab or with the equipment.
5. Patrons using Maker equipment are required to remain with the technology while their job is in progress. Patrons conducting 3D printing will be granted an exception to this rule due to the time required to print jobs.
6. When using the 3D Printers, please note:
  - a. The Library reserves the right to refuse any 3D print request, subject to Library policy.
  - b. The Library is not responsible for the functionality or quality of content produced on the 3D printer.
  - c. 3D printed items that are not picked up within the designated timeframe may become the property of the Library.
7. Occupancy levels are in place and are subject to change.
8. Patrons who wish to bring in their own supplies to use with Make-it Lab equipment will need to discuss their projects in advance with Maker staff. A limited supply of materials for use with the Maker equipment is available for purchase. Anyone wishing to use large quantities of materials purchased by the Library for their projects will need to discuss with Maker staff in advance.
9. Files saved on the Make-it Lab computers will be deleted after each use. Patrons must save their work on their own external memory source to ensure that work is not lost.
10. Maker staff are available for assistance. Patrons who require extra help or would like to participate in training are encouraged to watch Library how-to videos and attend in-person tutorials in order to gain the skills they require.
11. No food or beverages of any kind are permitted within the Make-it Lab or around Pop-ups.
12. Patrons who damage Maker equipment through misuse or contravention of equipment procedures will be charged the replacement cost of the equipment and/or damaged material.
13. The Library reserves the right to revoke any user's Maker access if usage is not in compliance with this policy.
14. Maker staff or designates have the authority to request payment in advance of project completion (see Schedule A for a list of fees).



## 5. Liability

1. Patrons are required to use the Make-it Lab and Pop-ups in a safe, responsible and ethical manner.
2. All patrons must adhere to all Library policies and current applicable laws, including but not limited to health and safety policies, equipment operating procedures, copyright laws and licensing agreements.
3. Patrons may not create, access, display or distribute illegal material or material that contravenes the Ontario Human Rights Code or that is obscene, harassing, racist, malicious, fraudulent, or libelous.
4. The Library CEO or their designate will have final authority over whether usage of the space and Maker equipment is in line with current guidelines.
5. The Library is not responsible for any infringement of copyright, or any other violation committed by Library users.

### **Related Documents:**

*Schedule A – Maker Fees*

### **History:**

*Replaces policy # OP-07 – 3D Printing (adopted May 15, 2018, motion number 2018-4-05)*

<b>ORIGINAL DATE ADOPTED:</b>	March 15, 2022	<b>ORIGINAL MOTION NUMBER:</b>	2022-03-04
<b>DATE(S) AMENDED:</b>		<b>MOTION NUMBER(S):</b>	



**Schedule A - Maker Fees**

Item	Cost
Laminator	\$2.00 per linear foot
Cricut materials	Vinyl - \$2.00 per 12"x12" sheet or foot Paper cutting - \$0.50 per sheet
3D Printer / Scanner	\$0.25 per 1g of filament
Large Scale Printer	\$6.50 per linear foot (max. 8 linear feet)
Button Maker	\$0.50 per 2.25" button
VHS to DVD Conversion	\$2.00 per DVD-R or DVD-RW
Selfie Printer	\$2.00 per page

