

## MakerSpace Use Policy

### General

- The MakerSpace is a self-directed area, with the expectation that users (also referred to as “Makers”) will complete designs and projects mostly on their own, following initial guidance and information from MakerSpace staff on the capabilities, safety, and basic operation of MakerSpace tools, equipment, and software.
- Makers must be at least age 5 or older to utilize the MakerSpace.
- Makers under age 13 must be accompanied by a parent, guardian, or caregiver at all times while in the MakerSpace, unless they are part of a Library program, in which case that program’s rules/limitations will apply.
- The Maker agrees to clean up their immediate workspace after each use, ensuring that tools, equipment, materials, and surfaces are left in a condition that is safe and ready for the next user.
- Makers are expected to bring their own materials, or may purchase materials from the MakerSpace, subject to availability. The Library may have limited MakerSpace materials for sale at any given time.
- The current prices of items and materials that may be available for purchase at the MakerSpace can be found [here](#). Prices may be subject to change without prior notice.
- Any accident or injury that occurs in the MakerSpace must be reported to a Library staff member immediately. Makers agree to release and hold the Library harmless from any claims for personal injury, property damage, or any other damages, injury, or loss, including any copyright or other intellectual property violation, they experience, or cause another to experience, in connection with the use of the MakerSpace, including the equipment, tools, materials, and software.

### Safety

- No food or drink is allowed in the MakerSpace at any time.
- Makers must secure loose clothing, jewelry, and/or long hair prior to using any MakerSpace tools or equipment.

- Some of the equipment located in the MakerSpace may contain aspects, parts, or components that will cause injury to the Maker if all rules, policies, procedures, and restrictions are not followed.
- By entering the MakerSpace and using any MakerSpace tools, equipment or materials, the Maker accepts and agrees that the Library is not responsible for any manufacturing defects or for the quality of workmanship of any of the tools, materials, or equipment supplied by the MakerSpace.

## **Equipment**

- Mandatory training/certification may be required for certain tools and pieces of equipment prior to a Maker's first use. Applicable safety supplies will be available in the MakerSpace to be used as directed.
- When using a tool or piece of equipment that does not require certification, the Maker is certifying that they are capable of using that item in a safe and proper manner. The MakerSpace staff will make available upon request materials such as manuals and/or tutorial videos.
- All tools and equipment in the MakerSpace are provided on a first-come, first-served basis; no reservations are accepted.
- The Maker agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, they immediately will discontinue use of the tool or equipment and notify the MakerSpace staff at once.
- Only materials and devices that have been pre-approved by MakerSpace staff may be used in conjunction with MakerSpace equipment. Users must consult with MakerSpace staff before bringing in outside materials or devices, to ensure compatibility with the available tools and equipment.
- Modification of any MakerSpace tools, equipment hardware, and/or software is strictly prohibited.
- All work done on MakerSpace equipment, including laptops, only may be saved on a personal external storage device, such as a thumb drive. Any Maker files saved to the MakerSpace computers will be purged at the end of each day.
- The Library shall not be responsible for Maker projects/materials/files being damaged or destroyed.

- The MakerSpace tools and equipment, including, but not limited to, 3D printers, craft and cutting machines, etc., may be used for lawful purposes only. Makers are not permitted to use the MakerSpace tools or equipment for projects or to produce any materials for which the Library determines in its sole discretion:
  - Violate local, state, or federal laws or regulations or facilitate the violation of any local, state, or federal laws or regulations;
  - Look like, function as, or appear to function as a gun, knife, or other weapon(s), or parts thereof;
  - Appear unsafe, harmful, dangerous, or otherwise to pose a threat to the health or safety of others;
  - May be construed as obscene or otherwise inappropriate for the Library environment; or
  - Potentially or actually violate the intellectual property rights (patents, copyrights, etc.) of any person or entity.
- The copyright law of the United States, Title 17 of the U.S. Code, governs the making of copies or other reproductions of copyrighted material. Makers using MakerSpace tools and equipment may be individually liable, and shall indemnify and hold the Library harmless, for any copyright or other intellectual property infringement.

## **Policy**

- Makers may be held responsible for the repair or replacement cost of missing or damaged MakerSpace tools and equipment. Use of the MakerSpace that is in any way not consistent with any of the Library's policies and procedures may result in the Maker's loss of MakerSpace privileges and suspension of Library privileges generally, as determined by the Library Director or designee, in their discretion.
- Theft or unauthorized removal or duplication of any MakerSpace tools, devices, materials, and/or equipment may result in a permanent ban from the MakerSpace area and possible suspension of other Library privileges. The Library reserves the right to contact local authorities if potentially unlawful activity is suspected.
- The Library reserves the right to decline, terminate, or suspend any MakerSpace project at any time and at any stage of the project, and is not obligated to provide or permit a completed project for any Maker. The MakerSpace and provided tools are not intended for commercial use. Individual users are responsible for ensuring that they have permission to use and/or edit any material that may be subject to copyright.

- All MakerSpace users are expected to treat the space, the tools, equipment, materials, staff, and other users with respect. Disruptive behavior, including harassment, misuse of tools, equipment, or materials, or any failure to comply with staff instructions, may result in removal from the MakerSpace and/or suspension of Library privileges.
- All MakerSpace users are subject to and expected to abide by the [Hoboken Public Library Code of Conduct](#).

Adopted by the Library Board of Trustees March 25, 2025