

Adopted January 12,2021

Carthage Public Library
Steadley Family Legacy Center Use Policy

“Space to Learn, Space to Grow, Space to Share.”

The Carthage Public Library provides patrons with access to a variety of tools and technology, a place to facilitate learning as well as a space to provide patrons an open environment for expression, creativity and education.

Patrons who wish to use the facility, or any equipment contained within it, must read and sign this policy before they may use it. Exception: If you are attending a library sponsored program, event or class which does not entail the use of makerspace equipment.

When is the building open for use?

Currently the building will be open to the public for use on Monday, Tuesday’s, Thursday’s and alternating Saturday’s. Hours may vary. The building is used for library programming, events and classes the remainder of the week. Check the library website for postings of hours of operation. The doors will remain locked when not in use. Administrative staff will be the only staff members to have access.

The following policies are in place:

- Users must have a valid library card on file which includes having an “Internet Acceptable Use” form on file.
- Users must complete a “Use Agreement and Release of Liability” form.
- The Makerspace may only be used for lawful purposes. The public is prohibited from creating materials that are:
 - Prohibited by local, state or federal law.
 - Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others (such use may violate the terms of the manufacturer)
 - Obscene or otherwise inappropriate for Library environment
 - In violation of another’s intellectual property or rights. For example, the equipment may not be used to reproduce material that is subject to copyright patent, or trademark protection.
 - Violent in nature or promote violence

The use of the facility and equipment is intended for individual and not for profit use.

- Patrons will not modify the Makerspace’s hardware or software, or install new programs to computers.
- The Carthage Library reserves the right to refuse any request for use of the equipment or building.
- The Library reserves the right to deny access to patrons if they violate any part of this policy, any existing library policy or any other misuse of the space as determined by staff.

- Users 13 and under must be accompanied by parents or guardians at all times. Patrons 14 years old and up may use the facility independently with a signed parental consent form.
- The building will be locked 15 minutes before closing time. Please make sure all of your work is complete, equipment turned in and areas cleaned up.
- If the equipment is found to be damaged or missing when a patron is finished using it that patron will be subject to a fee at the discretion of the Administrator on duty.
- Use of the equipment is free although there will be fees for library provided consumables such as 3 D filament.
- Food and drinks will be allowed in designated areas. Patrons are not allowed to have food or drink while using any equipment or technology.
- The Carthage Library provides the users with access to safety devices, first aid kits and fire extinguishers.
- Makers must participate in one-on-one safety training of the use of the laser printer, 3 D printer and various tools and equipment. Staff is available to answer questions and assist in the operation of equipment, but it is not their position to design and create projects for patrons or staff. The Makerspace is a learning environment, not a store front. Once trained the patron may use the equipment independently.
- Any use of equipment or materials without certification will result in suspension or permanent ban from the building.
- The Administrator will keep documents showing which equipment patrons have been trained to use.
- Equipment and technology is not to be left unattended while in use.
- Equipment should be used in a manner consistent with the proper use of each device. It should not be mishandled or used in a way to cause it damage. Staff has the right to end the use of the equipment if deemed necessary.
- Any accidents or thefts must be reported to the Director or an Administrator immediately.
- Certain tools may be checked out by patrons with a library card in good standing. If the tool is not returned or is returned broken a \$10.00 handling fee plus the price of replacement pieces/ repair will be charged to the patron. Library circulation policies will be followed.

The following procedures are in place:

- The tools and equipment are available to library patrons on a first come, first served basis: however patrons may reserve use of specific equipment in advance after certification is complete.
- Use is limited to two hours per day per patron, unless prior approval is given by the Administrator on duty. (Pandemic regulations may alter hours and numbers of participants)
- Reservations may be made by calling the Library and by asking to be transferred to the Steadley Building. Reservations may only be made during the Steadley Building hours of operation by the Administrator of the building.
- The Library does not accept responsibility if a project is destroyed, does not print correctly, does not work or if any of the patron's personal materials are ruined.

- The library seeks to recoup material costs. Therefore there is a charge for filament when using the 3D printer. A fee per gram will be charged at the completion of the project. Cost subject to change. Payment must be made on the date the project was completed and will be paid inside the library at the Circulation desk.
- Patrons will not be charged for prints that are defective due to faulty printer problems.
- Only the library's filament may be used in the library's 3 D machine.
- 3D printer will not be left on during the closed library times, patrons must make earlier appointments to use the machine in order to complete the project before closing.
- There is not a cost involved with using the Epilog laser cutting machine, but patrons must provide their own materials to create their projects. Materials must be approved by the Administrator on duty