

Makerspace Policy

STATEMENT OF PURPOSE

The Makerspace is a multifunctional space designed to help the community learn, create, collaborate, and have fun with technology. We will provide everyone with equal access to materials and resources that encourage learning in a welcoming environment.

The Makerspace is open to all. Equipment and services are available to all patrons on a walk-in basis, subject to availability. There is no charge to use Makerspace equipment or the space. While we have some materials to learn and practice on, we encourage you to bring in your own materials to create your projects.

General Guidelines

- The Northlake Public Library District Makerspace is open to all patrons ages 14 and up. Patrons 13 years and under must be accompanied by an adult patron. Exceptions may be made to these age guidelines for collaborative cross-departmental programs.
- Users of the Makerspace must adhere to Northlake Public Library's Behavior Policy, Safety of Children Policy, and other technology policies. The Library reserves the right to terminate Makerspace privileges of any person in violation of these policies.
- Availability: The Makerspace is available to all patrons during posted Makerspace hours. Makerspace hours are subject to change. Library-sponsored activities, classes, programs, and Northlake Public Library District cardholders have priority use.
- The Makerspace is not available for group reservations, or to reserve like a meeting room.
- Maximum room capacity is 36 people. If the room is full, additional people will not be allowed in.
- No food allowed. All drinks must be in lidded cups or bottles.
- Patrons agree to take precautions to avoid causing unnecessary mess or damage in the Makerspace, and agree to clean up following use. Patrons agree to inform staff in the event they are unable to return a work surface, tool, or equipment to its original state. Patrons agree to pay for the loss or damage to any items, barring normal wear and tear.
- Issues, accidents, or injuries must be reported immediately to Makerspace staff.
- Makerspace staff are not available at the request of the patron. Staff are not available to make projects on demand for patrons.
- Prior to using the Makerspace tools or equipment, projects must be reviewed and approved by a staff member. The library reserves the right to refuse any project and/or item creation request.
- Projects and/or items to be created must be completed during Makerspace hours. Requests to create projects and/or items that have a completion time within the final 30 minutes of library closing time may be postponed at staff discretion.
- The library cannot guarantee quality of or is responsible for: materials, patron satisfaction, equipment availability or stability, confidentiality of design, specific delivery times, damage to a project, if a project does not print correctly or does not work, data lost during the creation or digitization process, or if a user's personal equipment is damaged or destroyed while using any of the library's machines or tools.
- Users are responsible for the storage of their digital files and must provide their own storage devices as needed.
- Equipment may not be used to produce the following:
 - Content or objects prohibited by federal, state, or local law.
 - Weapons or look-alike weapons.
 - Objects or materials that would be considered obscene or inappropriate for the library environment.