



Q. Makerspace Policy

The CCPL Makerspace is designed to be a collaborative space equipped with a wide variety of tools, machines, materials, computers and other resources where individuals can gain and practice modern skills with state-of-the-art technology, access to resources they could not obtain otherwise, and a community of creative- minded people (makers) who make all kinds of things- (AKA a Makerspace). Makerspaces are hubs for creativity and entrepreneurship. They can be the launch pad of new businesses and inventions; by allowing people to create prototypes they otherwise couldn't, without hiring a team of people to facilitate the manufacturing. The space is used for brainstorming, visioning, problem solving, designing, prototyping, custom fabrication and repair. *Enter. Imagine. Create.*

1. Guidelines for Use

- CCPL's equipment is intended for educational purposes and prototyping purposes. CCPL library staff reserve the right to refuse the creation of any object.
The public will not be permitted to use CCPL's equipment to create or manipulate objects that are:
 - Weaponry or parts of weaponry of any kind.
 - Prohibited by local, state or federal law.
 - Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
 - Deemed to be offensive or inappropriate in a public setting, as determined by staff.
 - In violation of another's intellectual property rights; for example, the equipment may not be used to reproduce material that is subject to copyright, patent or trademark protection.
- Library policies apply to patrons using the makerspace. The library reserves the right to deny makerspace access if a patron violates any part of the library's policies, or for any other misuse of the space, as determined by library staff. CCPL reserves the right to remove from the makerspace any persons who are in violation of the CCPL makerspace policies.
- Each piece of equipment may be used up to 2 hours/per certified user (1x per day).
- Times on makerspace equipment must be reserved in advance. A reservation book is kept at the front circulation desk for this purpose.
- No-shows: reservations are held for 15 minutes. Once this time elapses, the library staff reserves the right to re-assign the reserved time to someone else.
- *Commercial or large-scale production use of the heat press and vinyl cutter makerspace equipment is not allowed. In practical terms: do not use the heat press and/or vinyl cutter to create more than 5 copies of a project (that you intend to sell, distribute, or use).
Contact cc.library.ne@gmail.com with any questions.
*Local businesses are available to handle commercial or large-scale projects for you.
- Use of the makerspace requires a CCPL card in good standing. Minor children must have their own card, or the parent or guardian must have a card; all in good standing.
- Makers must sign a waiver (**see Appendix O**) and complete any required machine-specific training before using or reserving makerspace equipment (**see Appendix P**).



- Patrons age 14 – 17 (age varies according to types of equipment used) may use the makerspace alone, after having a parent or guardian sign a waiver with them.
- CCPL and CCPL staff members are not responsible (or liable) for lost or damaged files, data, software errors, hardware errors or 3D printing errors.
 - Patrons are responsible for having their own method of external storage (USB Flash Drive, Cloud Storage, etc.) for digital creations. All files created are automatically erased once computers are rebooted. Flash drives are available for purchase from the front desk. The library is not responsible for equipment or files (digital or print) left behind by patrons.
- Makers will not modify hardware or software or install new programs on makerspace computers.
- Makers are responsible for the cost of repairs, replacement, or damage that occur during use of the equipment.
- Some materials supplied by the makerspace user must be approved by a makerspace librarian prior to use (e.g. laser cutter). We encourage makers to buy supplies locally (if possible).
 - Some machines require library supplied materials (e.g. 3D filament and button maker supplies). Check with makerspace librarian for current costs/fees of library-supplied materials.
 - 3D print items must be paid for (in full) at the time of printing. The library is not responsible for the quality of the print and/or any defects in the quality of the print. No refunds will be issued.
 - Finished 3D print jobs should be collected within seven days of completion. Print jobs not collected may be used by CCPL for display or for other purposes.