

Makerspace Policy

Date Approved: 7/11/2023

Approved by the Library Board

Date Amended:

The Superior Public Library Makerspace is a space equipped with a variety of tools and machines where individuals can use technology and have access to resources they could not obtain otherwise. Makerspaces are hubs for creativity.

Guidelines for Use

- SPL's equipment is intended for educational purposes and prototyping purposes. Library staff reserves the right to refuse the creation of any object. The public will not be permitted to use SPL'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 pose 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 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. SPL reserves the right to remove from the makerspace any persons who are in violation of the SPL makerspace policies.
- The library reserves the right to create a time limit for each piece of equipment.
- Reservations are encouraged and those with reservations will have priority. The library has priority over all. No-shows after 15mins will lose their spot, and the library staff can reassign the reserved time to someone else.
- Commercial or large-scale production use of the machines is not allowed. In practical terms: do not use our equipment to create more than 5 copies (that you intend to sell, distribute, or use).
- Use of the makerspace requires a library card in good standing. Minor children must have their own card, or the parent or guardian must have a card; all in good standing. This is the Superior Library's makerspace for the patrons of the library, and is the library's responsibility for its upkeep.
- Makers must sign a waiver and complete any required machine-specific training before using or reserving makerspace equipment.
 - 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. With proper training on the machines.

- SPL and SPL staff members are not responsible (or liable) for lost or damaged files, data, software errors, or hardware errors.
 - Patrons are responsible for having their own method of external storage (USB Flash Drive, Cloud Storage, etc.) for digital creations. All files created on our computers will be erased. 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 occurs during use of the equipment.
- Some materials supplied by the makerspace user must be approved by a makerspace librarian prior to use. SPL will have some materials on hand, but may not carry everything wanted. The library is not responsible to provide patrons with consumables for the makerspace.

Machines in the Makerspace

3D printer
heat press
embroidery/sewing machine
Cricut
laminator
button maker
metal punch
soldering gun
light board
label maker
color printer
sublimation printer
2 laptops