



## **Request for Council Action**

**To:** The Mayor and Members of the City Council

**From:** Margaret Jeffries, Library Director

**Date:** September 30, 2021

**Subject:** Makerspace Document Approvals

### **Request:**

City Council approval is requested for the attached documents related to the operation of the St. Helens Public Library Makerspace:

- Library Technician I (Makerspace Specialist) Job Description
- Makerspace Policy
- Makerspace Liability Waiver
- Library Fee Schedule with Reference to Makerspace Fees Added

### **Background:**

With the opening of the SHPL Makerspace, the need for a full time Library Technician was identified. This position is funded for two years with ARPA funds received by the City.

The Makerspace Policy was created after consulting policies adopted by other libraries with makerspaces. It was reviewed by the Library Board and their feedback was incorporated in the final document.

The Liability Waiver was developed by Jordon Ramis after reviewing waivers used by other library makerspaces.

The Library Fee Schedule has been edited to include a reference to makerspace fees, but the actual fee schedule will be posted in the makerspace. It will be updated to reflect current costs for supplies consumed for independent projects.

## **Library Technician (Makerspace Specialist)**

**DEPARTMENT:** Library  
**DIVISION:** N/A  
**SUPERVISOR:** Library Director  
**CLASSIFICATION:** Non-Exempt (overtime eligible)  
**UNION:** Yes  
**CONFIDENTIAL:** No



### **GENERAL PURPOSE**

Perform paraprofessional duties within the library requiring knowledge of library operations, programs, and procedures, including makerspace equipment and software, public programs, technology instruction, community building, and outreach.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Library Director. May receive day-to-day direction from Librarians.

### **SUPERVISION EXERCISED**

Supervision is not a function assigned to this position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

- Staffs the makerspace, which includes creating a welcoming and collaborative environment, assisting members of the public in using makerspace equipment and software, explaining and enforcing makerspace policies, coordinating credentialing and access, answering inquiries about the space and equipment, giving tours of the space, developing positive relationships with makerspace users, opening and closing the space, handling money, maintaining a clean and organized space, and ensuring a high level of safety at all times in the makerspace.
- Assists in creating and coordinating a schedule of offerings for the makerspace, including group classes, orientations, open lab time, and individual appointments.
- Assists in planning, delivering, and evaluating maker programs and outreach opportunities for children, teens, and adults.
- Assists in publicizing and marketing makerspace offerings.
- Maintains makerspace equipment, including troubleshooting and performing minor repairs and coordinating with vendors on larger repairs or replacements.
- Coordinates, orders, receives, and organizes supplies.
- Collects and analyzes usage data and other data, including for reporting to external stakeholders.
- Stays on top of trends in community makerspaces as well as the interests of the local community to evaluate current technologies, programs, procedures, and outreach opportunities and recommend new ones.

- Trains other staff, interns, students, and volunteers on makerspace policies and practices and in the use of makerspace equipment and assist other staff members in fabricating items to support other library initiatives.
- Contributes to the overall vision and goals of the makerspace.
- Maintains cooperative working relationships with City staff, other organizations, and the public.
- Works evenings and weekends as required for the operation of the makerspace.
- Contributes to other library operations as assigned or required.

### **PERIPHERAL DUTIES**

- Builds relationships with other maker organizations, educational organizations, businesses, and individuals in the community to ensure the library's makerspace is part of a continuum of offerings within the community.
- Develops a pool of makerspace volunteers and external instructors or mentors.
- Identifies funding opportunities and writes and administers grants.
- Presents to City Council and other stakeholders about the operations and impact of the makerspace.
- Contributes to the overall vision and goals of the library, especially as they relate to technology and making.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION AND EXPERIENCE**

- a. Must be 18 years of age or older.
- b. Graduation from a high school or GED equivalent.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- a. Strong interpersonal skills, with demonstrated success in working with people from many ages, backgrounds, and perspectives.
- b. Strong communication skills, both verbal and written, including the ability to communicate effectively and remain calm, courteous, and solutions-focused in stressful situations.
- c. Ability to work both independently and in a collaborative team environment.
- d. Commitment to public service and community.
- e. Enthusiasm for learning new things, a flexible approach, and an orientation to mistakes as opportunities to learn and innovate.
- f. Ability to adhere to safety and confidentiality policies.
- g. Ability to exercise sound judgment while upholding high integrity and ethical standards.
- h. Strong organizational skills.
- i. Demonstrated problem-solving skills.
- j. Ability to handle multiple tasks, often with overlapping or time-sensitive deadlines.
- k. Strong attention to detail.
- l. Proficiency with Microsoft Office.

## **SPECIAL REQUIREMENTS**

- Must obtain valid CPR/First Aid Card as offered.
- Must pass a background check.

## **DESIRED QUALIFICATIONS**

- a. Previous experience with makerspace technologies, coding, and/or digital design or creation tools.
- b. Previous experience in community education, especially nonformal or self-directed learning.
- c. Previous public library experience.
- d. Spanish language fluency.

## **TOOLS AND EQUIPMENT USED**

- Use of computer or laptop for use in word processing; spreadsheets; desktop publishing; editing video, audio, and images; and other related software.
- Consumer-grade maker equipment such as a laser cutter, 3D printer, digital cutter, heat press, sewing machine, laminator, breadboards and electronic components, soldering kit, educational robots, and button maker.
- Typical office equipment such as copier/printer/scanner, telephone, barcode scanner, and comb binder.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, and stoop. The employee is required to use hands to finger, handle, or operate objects, tools, or controls and reach with hands and arms. Duties involve moving materials weighing up to 20 pounds on a regular basis and infrequently weighing up to 50 pounds. Close vision, color vision, peripheral vision, depth perception, low-light vision, and ability to adjust focus are required. The employee is required to hear and talk.

## **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is typically performed in an office/laboratory environment and exposure to video display terminals occurs on a regular basis. The noise level in the work area is typical of most office environments telephones, office equipment, personal interruptions, and background noises but may be moderately loud depending on the activities in the space.

**EMPLOYEE ACKNOWLEDGMENT**

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Library Technician (Makerspace Specialist)** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

**Signatures:**

\_\_\_\_\_

Library Technician (Makerspace Specialist)

\_\_\_\_\_

Date

Print Name: \_\_\_\_\_

\_\_\_\_\_

Library Director

\_\_\_\_\_

Date

# St. Helens Public Library Makerspace Policy

## Overview

The St. Helens Public Library Makerspace is a community-driven space for makers of all ages, skill levels, and interests to connect, learn, and create using specialty equipment and tools that might not otherwise be accessible to the public. The Makerspace supports the Library's mission to provide optimal access to the best vocational, educational, and recreational information to the people of the Greater St. Helens area in order to promote and encourage lifelong learning, self-development, and life enhancement.

## Accessing the Makerspace

Anyone wishing to use the Makerspace must sign a liability waiver and agree to this policy document. Minors must also have a parent or guardian sign for them. Users must review and sign these documents on a yearly basis.

The first time someone visits the Makerspace, they (or their parent/guardian, in the case of a minor) must present a photo ID and complete the liability waiver and policy agreement. For all subsequent visits, users must present a photo ID or their library card so staff can check to make sure their documentation is current.

The schedule and specific offerings of the Makerspace may change over time, but in general, the Library will offer classes, orientations to specific equipment, open labs, and access by appointment (including walk-in appointments) as staffing allows. The Makerspace schedule will be posted in person and online. Priority for the space will go to Library-led programs and other pre-scheduled activities and then on a first-come, first-served basis for open labs and appointments.

A maximum of 30 people are permitted in the makerspace at once, including staff or volunteers, with exceptions for certain library programs.

## Age Requirement

Children ages 10 and under in the Makerspace must be supervised at all times by someone 18 or older, except during some staff-led library programs where children may be in the space without an adult at the staff member's discretion. Adults supervising children 10 and under cannot be working on their own projects in the Makerspace; their focus must be supervising the child.

Children ages 11 through 17 may use the Makerspace independently if they have a current liability waiver and policy agreement signed by a parent or guardian on file.

## Certification and Use of the Equipment

Many items in the makerspace can be used without special training, while other equipment requires certification before it can be used. This certification consists of:

- Attending an orientation for that equipment
- Passing a safety check and skills test

Staff may waive the orientation requirement on a case-by-case basis for a user with previous experience with the equipment, but the safety check and skills test are mandatory. Staff will track which equipment certification users have completed. A list of what kind of training or certification is required for each piece of equipment is posted in the Makerspace. When using equipment that does not have a certification requirement, makers guarantee that they can use the equipment in a safe and proper manner.

Staff are not experts, but during open labs, staff will be available to assist Makerspace users with their project as co-learners as time permits. If staff availability is limited, the maker may schedule a one-on-one appointment for further assistance.

## Cost of Use

Access to the Makerspace is free. Materials used in classes and orientations are provided free of charge; attendees agree to avoid wasting supplies as far as possible. For all other uses, a fee may be charged only to cover the cost of the materials. Prices for materials are posted in the Makerspace and are subject to change.

Payment for all materials must be made at the front desk of the Library by cash, check, or card. Users may be required to pay for particularly large or expensive projects before starting their project. Failure to pay for materials may result in users being disallowed from using the space. The Library will not offer refunds for materials purchased.

Makers may also use their own materials, subject to staff approval.

The Library also welcomes donations of materials but reserves the right not to accept donations that cannot be used and to remove donations that are no longer useful.

## Safety Guidelines and Other Responsibilities

Makerspace visitors must always use the space safely and courteously. This includes:

- Following safe and standard operating procedures for all equipment and using tools only as they were intended to be used;
- Using appropriate safety equipment as needed;
- Wearing fitted attire, removing or tucking in dangling accessories, tying long hair back, and wearing close-toed shoes;
- Not bringing food, drink, or chewing gum into the Makerspace;
- Ensuring equipment that is in use is supervised by a credentialed user at all times;
- Accepting full responsibility for the condition of all equipment used, including the costs of replacements, repairs, or cleaning if the equipment is damaged during use;
- Promptly discontinuing use of anything that is unsafe or in need of repair and reporting all problems, concerns, or accidents to staff in a timely manner;
- Respecting the shared nature of all equipment, materials, storage, and work spaces;
- Keeping Makerspace equipment in the Makerspace;
- Not modifying Makerspace hardware or software or installing any new programs or applications on Makerspace devices;
- Connecting only Library computers to Makerspace equipment;

- Using their own digital storage (such as a USB drive or cloud storage service); and
- Finishing projects, cleaning and tidying workspaces, and returning tools and equipment to their designated locations before programs or open labs end.

The equipment provided in the Makerspace may be used only for lawful purposes. Users will not be permitted to use Makerspace tools to create material that:

- Is prohibited by local, state, or federal law;
- Is unsafe, harmful, or dangerous, or poses an immediate threat to the well-being of others (including guns and other weapons);
- Violates the Library's Rules of Conduct, Public Computer Usage Agreement, or Wireless Network Terms of Use; or
- Infringes on another's intellectual property rights. This includes material that is subject to copyright, patent, or trademark protection.

Laser cutting and 3D printing projects must be reviewed by staff before they go to production to ensure the file format, setting, and materials are correct. The Library reserves the right to refuse any project or to halt projects in progress. Any items left in the Makerspace for more than 30 days may be disposed of or become property of the Library. The Library assumes no responsibility for projects that are defective, destroyed, or do not function as expected.

Computers and tablets in the Makerspace are intended for creative projects. Staff may ask users to leave the Makerspace and use one of the Library's public computers for other uses (e.g., email, social media, general web browsing).

If digital files are left on Makerspace devices, the Library is not responsible if those files are altered, deleted, or viewed by others.

Staff reserve the right to disallow use of the Makerspace if users are not adhering to safety standards, the rules of the space, the Library Rules of Conduct, and reasonable requests or directions from staff. This process of exclusion and return of privileges will parallel Article 4. Enforcement in the Library's Rules of Conduct.

## **RELEASE OF LIABILITY AND ASSUMPTION OF RISK**

The individual named below (referred to as "I" or "me") desires to participate in the Makerspace (the "Activity") provided by the City of St. Helens, an Oregon municipal corporation (the "City"). In consideration of being permitted by the City to participate in the Activity, I agree to all the terms and conditions set forth in this instrument (this "Release").

The Activity is for use by the public and is part of the City's Library programming. It is a collaborative workspace where the community can gather to create, explore, and practice creative skills using shared technology. Equipment available for use within the makerspace will include items such as a laser cutter, a Cricut cutter, a sewing machine, audio and visual recording and editing equipment, and more.

I AM AWARE AND UNDERSTAND THAT THE ACTIVITY IS A POTENTIALLY DANGEROUS ACTIVITY AND INVOLVES THE RISK OF SERIOUS INJURY, DISABILITY, DEATH, AND/OR PROPERTY DAMAGE. I ACKNOWLEDGE THAT ANY INJURIES THAT I SUSTAIN MAY RESULT FROM OR BE COMPOUNDED BY THE ACTIONS, OMISSIONS, OR NEGLIGENCE OF THE CITY, INCLUDING NEGLIGENT EMERGENCY RESPONSE OR RESCUE OPERATIONS OF THE CITY. NOTWITHSTANDING THE RISK, I ACKNOWLEDGE THAT I AM VOLUNTARILY PARTICIPATING IN THE ACTIVITY WITH KNOWLEDGE OF THE DANGER INVOLVED AND HEREBY AGREE TO ACCEPT AND ASSUME ANY AND ALL RISKS OF INJURY, DISABILITY, DEATH, AND/OR PROPERTY DAMAGE ARISING FROM MY PARTICIPATION IN THE ACTIVITY, WHETHER CAUSED BY THE ORDINARY NEGLIGENCE OF THE CITY OR OTHERWISE.

I hereby expressly waive and release any and all claims, now known or hereafter known, against the City, and its employees, volunteers, and agents (collectively, "Releasees"), from any and all liability on account of injury, disability, death, or property damage arising out of or attributable to my participation in the Activity, whether arising out of the ordinary negligence of the City or any Releasees or otherwise. I covenant not to make or bring any such claim against the City or any other Releasee, and forever release and discharge the City and all other Releasees from liability under such claims.

I hereby agree to defend, indemnify, and hold harmless the City and all other Releasees against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorney fees, fees, the costs of enforcing any right to indemnification under this Release, and the cost of pursuing any insurance providers, incurred by/awarded against the City or any other Releasees arising out of or resulting from any claim of a third party related to my participation in the Activity.

I hereby consent to receive medical treatment deemed necessary if I am injured or require medical attention during my participation in the Activity. I understand and agree that I am solely responsible for all costs related to such medical treatment and any related medical transportation and/or evacuation. I hereby release, forever discharge, and hold harmless the City from any claim based on such treatment or other medical services.

I hereby agree to pay for any damage sustained to any equipment as a result of my participation in the Activity.

This Release constitutes the sole and entire agreement of the City and me with respect to the subject matter contained herein and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter. If any term or provision of this Release is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Release or invalidate or render unenforceable such term or provision in any other jurisdiction. This Release is binding on and shall inure to the benefit of the Company and me and their respective successors and assigns. All matters arising out of or relating to this Release shall be governed by and construed in accordance with the laws of the State of Oregon.

**BY SIGNING, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD ALL OF THE TERMS OF THIS RELEASE AND THAT I AM VOLUNTARILY GIVING UP SUBSTANTIAL LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE THE CITY.**

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

I am the parent or legal guardian of the minor named above. I have the legal right to consent to and, by signing below, I hereby do consent to the terms and conditions of this Release of Liability.

Signed: \_\_\_\_\_

Printed Name of Parent or  
Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

LIBRARY FEES		
Fines for overdue adult books, magazines, audio recordings and CDs	\$0.15	Per item per day. Max fine \$10 per item.
Fines for overdue juvenile/children's and young adult/teen books, magazines, audio recordings, CDs, and DVDs		Overdue fines are not assessed for items in the youth collections. If youth materials have not been returned 21 days after their due date, the item will be assumed lost and the appropriate fees will be charged. If the item is returned in good condition and there are no outstanding issues with the patron's account, the lost item fee will be waived.
Fines for overdue DVDs and other video recordings	\$0.50	Per item per day. Max fine \$10 per item.
Fines for overdue Cultural Passes	\$1.50	Per pass per day. Max fine \$10 per pass.
Nonresident Borrower Card Fee	\$35 \$10	per year per three (3) months
Resident Business Borrower Card Fee		No charge. A borrower card for a resident business must be issued in the business's name. Business owner must show a valid City of St. Helens resident business license as well as the business owner's Oregon driver's license to register for a card. The card may be used by employees of the business with the owner's authorization.
Oregon Library Passport Program Card		No charge. Cardholders are limited to a maximum of 5 items checked out at a time and a maximum of 3 holds and do not have access to cultural passes, digital loans, or interlibrary loan services.
Interlibrary Loan	\$3	Per item
Fees for Lost or Destroyed Materials		As long as a lost item is returned in good condition within three (3) months of having been paid, a full refund will be given.
Books, magazines, DVDs, CDs, or any other material/media		Original list price
Cultural Pass	\$30	
Replacing a borrower's lost card	\$2	
Missing bar code label	\$2	
Lost or damaged case for CDs or DVDs	\$5	
Lost or damaged insert for CDs or DVDs	\$7	
Meeting Room Fees		Non-profit, public educational, and governmental organizations that do not charge fees for events scheduled in meeting rooms will be exempt from meeting room fees, as long as their use of the rooms happens during normal Library hours. For after-hours events, the appropriate hourly rate will still be charged.

Auditorium	\$25 \$75 \$150	Per hour Per half day (up to 4 hours) All day (Open hours)
Armstrong	\$20 \$50 \$95	Per hour Per half day (up to 4 hours) All day (Open hours)
Both Rooms	\$40 \$110 \$210	Per hour Per half day (up to 4 hours) All day (Open hours)
Use of one or both meeting rooms outside normal Library hours	\$45	Per hour
Makerspace consumable materials		Current market price, as listed in the makerspace.