



Whitewater
PUBLIC LIBRARY

Makerspace ~~Area 431~~ Policy

I. Purpose

A place to make, share, and explore.

II. Who can use ~~Area 431~~ the Makerspace?

- a. Anyone.
- b. Anyone under the age of 11 years must be accompanied at all times by a responsible adult.

III. User Guidelines

- a. All [library policies](#) apply to anyone using the space.
- ~~b. You must sign in and sign out in the Makerspace.~~
- ~~c. You can sign up for 2-hour time slots to use the equipment.~~ **reserve some of the equipment in 2-hour time slots, including the 3D printer and Cricut machine.**
 - i. Time is not guaranteed.
 - ii. Time is available on a first come, first served basis.
 - iii. Time may be extended or ended at staff's discretion.
 - iv. All work must be saved and cleaned up in the 2-hour time slot.
 - v. ~~Area 431~~ **The Makerspace** is a general space and people can be in the room even if you have reserved equipment.
- ~~d. You must check out equipment at the Front Desk.~~
- e. You must be trained on ~~the equipment~~ **some equipment, including the 3D printer and Cricut machine**, in order to use it.
- f. You must return items in the same condition that you received them.
- g. Noise levels must be kept to an appropriate level and headphones should be used.
- h. Makerspace laptops are for Makerspace projects only.
- i. Any issues must be reported to staff immediately.

IV. Training

- a. Training ~~must be done~~ **is available** with the Makerspace Librarian on all equipment.
- b. Training times are limited to Makerspace Librarian's availability.
- c. Patrons who seem to be struggling with equipment use will be asked to **be trained or retrained** until the Makerspace Librarian deems them ready to use the equipment independently. They will not be able to use the equipment without Makerspace Librarian supervision until retrained.

V. Restrictions

- a. Nothing can be made in ~~Area 431~~ **the Makerspace** that:
 - i. violates copyright law;
 - ii. is unlawful, abusive, obscene, or ethically unacceptable;
 - iii. is intended to physically harm or attempt to harm an animal or person in any way;
 - iv. is intended for personal, business, or organizational profit.
- b. Makerspace craft materials are not to be taken home. Projects are to be finished in the Makerspace.
- c. Food is not allowed in ~~Area 431~~ **the Makerspace**. Covered drinks are allowed as long as they are away from equipment.
- d. Staff may provide brief assistance in the use of any equipment.
 - i. One-on-one assistance is limited to Makerspace Librarian's availability
- e. The library does not accept responsibility for any damage or destruction of
 - i. personal items used in the space, such as flash drives or personal devices;
 - ii. any projects that are damaged;
 - iii. 3D printer misprints.
- f. Theft and vandalism will result in a permanent ban from ~~Area 431~~ **the Makerspace** and police involvement.
 - i. Please note that ~~Area 431~~ **the Makerspace** is under video surveillance.

VI. Fees

- a. There is no fee to use ~~Area 431~~ **the Makerspace** with these exceptions:
 - i. 3D Printer- 20 cents per gram.
 - ii. ~~Minc Machine – 50 cents per 4in x 4in square of foil~~ **Button Maker – 10 cents for small buttons and 25 cents for large buttons.**
 - iii. Thermal laminator – 15 cents per pouch

VII. Donations

- a. Donations must follow the [Donations and Discards Policy](#).
- b. All donations are appreciated, but the library ~~holds~~ **reserves** the right to refuse items that are not needed at the time or do not fit in our space.

- c. The library reserves the right to remove any items that are no longer useful.
- d. All donations are approved by the Makerspace Librarian.

Violation of this policy will result in corrective action which may include privilege loss, a ban from the space, and police intervention.