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| Town Hall Library Policy Manual | Makerspace Policy | Issued: 2023 Revised: December 2025 |
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- I. Purpose
- II. Guidelines
- III. Appendix A: User agreement and release of liability form for Makerspace room

I. PURPOSE

The purpose of Makerspace is to provide a gathering place for all ages to create, invent, tinker, learn, explore, transform, and discover using a variety of tools and materials. Makerspace provides access to information and various technologies to enhance professional, personal, and educational goals for all ages.

II. Guidelines for usage of Makerspace Equipment

- A. The Town Hall Library shall make the Makerspace available on equal terms to all patrons in the community provided they have a valid CAFÉ library card from Bridges Library System. To use Makerspace, all users must read the Makerspace policy and sign the User Agreement and Release of Liability Form (Appendix A). Adherence to all library policies is required and will be strictly enforced.
- B. The purpose of Makerspace is to encourage do-it-yourself projects. It is highly advised that the user review instructional materials prior to using the equipment. While library staff may provide brief assistance in the use of the equipment, staff assistance will be limited.
- C. Makerspace equipment is available by reservation. Reservations can be made in person, by phone (262-966-2933), or via the email form on our website.
- D. All Makerspace users must complete a brief orientation before the independent use of any Makerspace equipment.
- E. Minors (17 years of age and under) are required to obtain their parent’s or guardian’s permission for the usage of the Makerspace through the completion of the User Agreement and Release Liability Form (Appendix A). Middle school children and younger must be accompanied by a parent, adult guardian (18 years or older), or a teacher who must remain with the user while using Makerspace equipment.
- F. The Makerspace shall solely be used for individual pursuits and may not be used for the purpose of fundraising, commercial, profit, or business use. Please note

that copyright laws prohibit the reproduction of copyrighted materials. Misuse or abuse of Makerspace equipment or policies may result in a suspension of privileges.

- G. Users shall not use the library's name, address, telephone number, or website as the address or headquarters of any such business which might use or promote Makerspace equipment.
- H. No food or drinks will be allowed near the Makerspace equipment.
- I. The Makerspace must be left in a neat and orderly condition after use.
- J. Use of equipment and tools is free. Town Hall Library offers limited quantities of approved consumable materials for our Makerspace equipment including laser engravers, 3D printer, button makers, and Cricut cutting machine. These consumable materials are available for Makerspace guests to use. Makerspace guests are encouraged to make a **voluntary donation** to cover the cost of the supplies used.
- K. If Makerspace guests prefer to bring in their own materials, these must be pre-approved by staff prior to use to ensure the safety and compatibility of these materials with our equipment. Library staff reserve the right to deny the use of incompatible materials.
- L. Operation of the laser engraver must occur under the supervision of a librarian, staff member, or other trained laser safety personnel. Library staff reserve the right to deny the use of this equipment for projects or materials deemed unsafe or in violation of library policies.
- M. Town Hall Library staff reserve the right to deny the use of tools, equipment, or consumable materials, or halt, delete or cancel the creation of items that violate any library policy.
- N. The Library Director may deny permission to use Makerspace to any user who violates this policy or any library policies. Town Hall Library staff are authorized to enforce these policies.
- O. Please note that the interior and exterior of the Makerspace are under video surveillance.
- P. Appendix A includes a User Agreement and Release Liability Form that releases Town Hall Library and others related to it from liability for personal injuries and other losses resulting from the use of Makerspace facilities and equipment. Users must sign this form before using Makerspace equipment.

Appendix A: User Agreement and Release of Liability Form for Makerspace

- A. The user assumes responsibility for any damage to Makerspace, its content, and/or its equipment resulting directly or indirectly from the conduct of any member of their party.
- B. The user acknowledges there may be risk in using Makerspace facilities and its equipment and therefore assumes all risk for loss or injury using Makerspace and its equipment. The user releases the Town of Merton, Town Hall Library, their employees and agents from all liability for damage, loss or injury.

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| Printed Name: | Library Card Number |
| If a minor: Age: | |
| Printed Street | Printed City, State, Zip: |
| Phone: | Printed Email: |
| I have read & understand the Makerspace Policy. Please sign below (signature) _____ | Date: _____ |
| Printed Name of Parent/ Guardian: _____ | Signature of Parent/Guardian: _____ |

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| For Staff Use Only: | |
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