

New Britain Public Library 'Hive' Makerspace Policy

Policies

The Library's Makerspace may be used only for lawful purposes. The public is prohibited from using the Makerspace equipment to create material that is:

1. Prohibited by local, state, or federal law.
2. Unsafe, harmful, dangerous or that might pose a threat to the well-being of others (such use may violate the terms of use of the manufacturer).
3. Obscene or otherwise inappropriate for the Library environment.
4. 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. The Library reserves the right to deny Makerspace access if a patron violates any part of the Makerspace Policy, or for any other misuse of the space, as determined by Library staff.

General Procedure:

All patrons aged 13 and up may use the Makerspace independently. Patrons aged 12 and under may use the Makerspace if supervised by an adult at all times. All of the Library's general rules apply to the Makerspace. The door to the Makerspace will be locked when not in use. To use the Makerspace, the patron must have a completed Makerspace Policy on file. Some equipment will require training before a patron may use it. To be trained in how to use such equipment, a patron must schedule a training session with Library staff. Once a patron is trained in how to use Makerspace equipment, he/she may use it independently, within age restrictions. Patrons may bring their own materials to use with Makerspace equipment if they wish, with exceptions. When doing so, patrons should show the material to Library staff before using it so they can make sure it can be used safely with that particular piece of equipment. If the Makerspace room or its equipment is not in use, it will be made available by reservation or on a first-come, first-served basis. Please make sure your work is completed, all equipment is turned off and your work area is cleaned before this time. If the Makerspace or its equipment is found to be damaged or missing when a patron is finished using it, that patron may be subject to a fee which could equal as much as the replacement cost of the item. Any charges that are applied for an event in the Makerspace are simply to cover the cost of the program.

Guidelines

Follow all safety guidelines and exercise caution with all Makerspace equipment. Some of the equipment in the Makerspace may be dangerous. The Library is not responsible for any injuries caused by improper use of equipment. The Library is not responsible for the quality of or any manufacturing defects in tools and/or equipment. Any work saved on Library computers will be deleted once the computer is turned off and cannot be recovered. Patrons must save their files on an external storage device. Be sure to clean your work area and all equipment before leaving. The library is not responsible for equipment or files left behind in the Makerspace.

The patron must read and sign the Library's Makerspace policy.

Makerspace Agreement

By signing this Policy, I indicate that I understand the terms of this Policy and Procedure and agree to abide by it when using the equipment. The Library reserves the right to change this policy at any time.

Printed Name _____ Date _____

Signature _____

Phone Number _____

E-mail address _____

Parent or Legal Guardian's Signature (if under 18) _____

Printed Name _____

Date _____

Signature _____

Initial below if you give permission to the New Britain Public Library staff to take photographs of your child (if applicable) in the Makerspace or while doing Makerspace related activities for Library marketing and social media purposes. (Such permission can be rescinded at any time by contacting a New Britain Public Library staff member). _____

Adopted June 7, 2021.