



Rules and User Agreement of Maker Spaces

The makerspaces provided by the Public Library of Youngstown & Mahoning County (PLYMC) are places to learn about, create with, and collaborate using advanced software, emerging technologies, production studios and co-working spaces. Please review the following guidelines and rules. Acceptance of and compliance with these provisions is required for your use of the space.

This agreement covers the use of all DIY spaces, Makerspace, maker areas or other maker equipment at all PLYMC branches, now and in the future, and, in this document, will be collectively referred to as “makerspaces”.

Eligibility

1. Library patrons of all ages with a Library card in good standing are able to use the makerspaces.
2. In order to use the equipment and materials in the makerspaces, a customer must (a) verify his/her identity; (b) complete the User Agreement; (c) sign the Release and Hold Harmless form; and (d) participate in an orientation and safety overview.
3. Users ages 0-17 must have a parent, caregiver, or legal guardian who is present at registration sign the agreement. If they do not have a valid photo ID when registering, these users may use a valid photo ID of a parent, caregiver, or legal guardian as identification.
4. Children under the age of 10 are not permitted to use the equipment or be left in the Makerspace unattended or unsupervised.

Rules of Use

1. Use of the makerspaces are subject to the rules in this User Agreement, the Public Library of Youngstown and Mahoning County’s Code of Conduct, the Public Library of Youngstown and Mahoning County’s Internet Policy, as well as any other applicable Library policies and procedures. Failure to abide by all applicable policies and procedures will result in suspension or loss of Makerspace privileges.
2. Users of the makerspaces agree to respect any and all applicable copyright laws, licensing agreements, and intellectual property laws. Users are responsible for obtaining their own protections for any intellectual property developed in the makerspaces.
3. Users agree not to use the makerspaces in violation of any local, state, or federal ordinances, regulations, or laws. Users further agree not to use equipment for projects that are inappropriate in a public setting or projects that create a disturbance. The Public Library of Youngstown and Mahoning County has the right to halt, delete or prohibit the creation of items that violate library policy, including the creation of weapons and illegal items.
4. Users agree to abide by the safety guidelines for the makerspaces and the equipment in it. Some of the equipment located in the Makerspace may contain aspects, parts, or components that will cause injury to the user if all rules, policies, procedures, and restrictions are not followed. Users agree to release and hold the Library harmless from any claims for personal injury, property damage, or any other loss in connection with use of the makerspaces, including equipment, tools, and the materials therein.

5. The Library makes limited materials available for purchase. Materials brought in by makers for their own use must be approved by Library staff prior to use of equipment. All charges and approved materials are included on the PLYMC Technology Makerspace Cost Guide.
6. Users agree to accept financial responsibility for any misuse or damage to makerspaces computers and equipment. The user also agrees to accept Library staff assessment of fair restitution for misuse or damage.
7. Use of the Makerspace is intended for discovery, learning, entertainment and prototyping. Commercial activity is prohibited. No more than 10 copies of a project are allowed. Anything over that number is considered to be commercial activity.
8. The PLYMC does not accept responsibility if a project is destroyed, does not print correctly, or does not work, and will not refund costs or supplies.
9. The computers located in the makerspaces have specialized software programs intended for patrons using makerspace equipment. Only these computers may be used with makerspace equipment unless otherwise approved by staff.
10. Project designs and files generated in conjunction with makerspace projects must be saved to a flash drive, cloud storage, or the customer's email. Files left on the computer desktop will not be saved.
11. Users must pay project costs immediately upon completion.
12. Users agree to be courteous to other makerspace users and Library patrons.
13. Projects and materials left in the makerspace will be disposed of after 30 days.
14. No food or drinks are allowed in the makerspace.

Checking In, Reservations, and Session Length

1. Patrons are required to check with Library staff and present valid ID each time they use the makerspace.
2. Reservations for the makerspace equipment are not required but are highly encouraged. The Library reserves the right to reserve equipment for programs and special events. The Library does not guarantee the availability of any equipment in the makerspace.
3. The use of makerspace equipment is limited to four hours per piece of equipment or computer. Users may request additional time by speaking with a staff member. The Library reserves the right to extend or reduce session length at its sole discretion.



The Library reserves the right to change, modify or revise the terms of this agreement as it deems fit or necessary.

Customer information and signature required here:

I have read this release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

Signature _____ Date _____

Printed Name _____

Address _____ City/State/Zip _____

Phone _____ Email address _____

Library Card Number _____

Other ID _____

Any makerspace user under eighteen (18) years of age must have apparent/caregiver/legal guardian sign this PLYMC Makerspace User Agreement on their behalf.

I, _____ (print name), acknowledge that I am the parent,

Care giver, or legal guardian of _____ (print name). I state that I have read the above PLYMC Makerspace User Agreement, have no questions about its meaning and voluntarily consent to and accept the terms of this PLYMC Makerspace User Agreement by signing my name below.

Parent/Guardian Signature _____ Date _____

Printed Name _____

Orientation & safety guidelines reviewed with patron on this date and location by: _____