

Adams Public Library System  
Maker Space Policy

Purpose

To offer community access to new and emerging technologies such as 3D printers to inspire a new interest in design and help the community to bring their creations to life. This policy establishes how and under what circumstances the public may use the Library's Maker Space.

Policy

All use of the Maker Space facility, equipment, and resources are subject to the Library's general policies. In addition:

Hours: The hours of the Maker Space will be posted. This space is an attended space and must have a staff member present for any use.

Regarding 3D printers:

1. The Library's 3D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:
  - a. Prohibited by local, state, or federal law.
  - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such that might violate the terms of use of the manufacturer)
  - c. Obscene or otherwise inappropriate for the Library environment.
  - d. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.
2. The Library reserves the right to refuse any 3D print request.
3. Cost: printed material will be charged at \$1 per hour or portion of an hour.
4. Items printed from Library 3D printers that are not picked up within 7 days will become property of the Library. Items must be picked up by the individual who printed them.
5. Use of the 3D printers requires staff-led training. Only designated Library staff, volunteers, or users who have completed training will have hands-on access to the 3D printer.

Supplies: Supplies for the 3D printers are provided by the Library. Supplies for other equipment (such as thread, construction paper, DVDs, etc.) are the responsibility of the user.

Other:

1. All users of Maker Space equipment must have a Liability Waiver form on file before any use is granted.
2. All equipment must be used in the Library. Maker Space equipment is not loaned outside of the building.
3. Except in cases of mechanical failure, objects failing to fully print, errors in the print process, or other factors not in a customer's control, customers are expected to pay for completed objects and may not demand a new print in place of the original due to dissatisfaction with color, scale, quality, design, require support material, or other options pre-selected by the customer.
4. Guidelines of the Maker Space are on file and are subject to change.

Approved by the Board of Trustees  
February 29, 2016