



## **CHILI PUBLIC LIBRARY SPARK LAB (MAKERSPACE) POLICY**

### **Purpose**

The Chili Public Library strives to offer community access to new and emerging technologies to inspire creativity and learning, and to provide access to established and emerging technology to library users. This policy establishes guidelines for the public use of the Library's Spark Lab.

### **Policy**

1. Prior to using the Spark Lab, Patrons must complete this Spark Lab Agreement form.
2. Patrons must "check in" with the staff member on duty at the Spark Lab.
3. Patrons must participate in mandatory safety orientations in order to use the 3D printer, Cricut machine, sewing machine, and heat press. They may not use these items until in-person "orientation" training has been completed. When using an item that does not require orientation, the Patron is certifying that he/she is capable of using that item in a safe and proper manner.
4. A parent/guardian is required to provide proper supervision and control over the activities of their children at all times.
  - Children under age eight must not be left in the Spark Lab without a parent/guardian
  - Children between the age nine and twelve must not be left in the Spark Lab Room without a responsible adult
  - Patrons under age 16 must be accompanied by a parent/guardian/responsible adult to use the 3D printer, Cricut machine, sewing machine, and heat press.
5. The Patron agrees that the Chili Public Library is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the equipment.
6. The Patron agrees that if any piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue the use of the equipment and notify staff.
7. Patrons must report any accident/incident that occurs on Spark Lab premises to a staff member.

8. Equipment in the Spark Lab is available during Spark Lab open hours or by appointment only.
9. Items used in the Spark Lab are to be returned in the same condition as they were issued, barring normal wear and tear. The Patron agrees to pay for the loss or damage to any items and further agrees to accept the Library staff's assessment of fair restitution for damage, dirtiness, delinquency and /or loss of items in part or total.
10. Items used in the Spark Lab must be returned by the Patron to their original location.
11. The Patron agrees to take precautions to avoid causing unnecessary mess or damage in the Spark Lab. The Patron agrees to clean up his/her workspace in the Spark Lab following use. The Patron agrees to inform the Staff member in the case that they are unable to return a work surface, or equipment to its original state.
12. Equitable access of equipment will be provided for the intended use of discovery, learning, entertainment, and prototyping purposes.
13. The production of dangerous items and weapons in the Spark Lab is prohibited.
14. The Patron acknowledges that the library is only able to provide consumable materials on a limited basis and may charge for the use of certain materials, including filament for the 3D Printer. Patrons are encouraged to bring their own Cricut supplies. The Patrons agrees to avoid wasting consumable supplies and materials and to pay any applicable fees for materials used in any project.

\_\_\_\_\_  
Patron's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Patron's Name

\_\_\_\_\_  
Signature of Parent/Guardian if Patron is under 18

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Print Name of Parent/Guardian