

LPCPL Exchange Makerspace Policy

Purpose

La Porte County Public Library Makerspace is a collaborative community space for anyone who has an interest to meet up, learn, create, and make. Instruction, hands-on experiences, and tools are provided to design, engineer, proto-type, fabricate, and learn.

Makerspace Use

- A signed waiver form is required for all makers
- The makerspace may be used by anyone ages 8 - adult
- Children under the age of 12 must be accompanied by a responsible adult who will supervise the child(ren) at all times. The responsible adult will need to complete any necessary training
- Equipment requires training before use. The degree of training varies according to the equipment
- Makers can use equipment after successfully completing the training and attending an equipment orientation
- Staff reserve the right to restrict access at any time due to a person's inability to operate the equipment in a safe manner
- The maker must follow the safety guidelines and use all equipment in a safe and proper manner
- The maker agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, they will immediately discontinue use and notify a LPCPL staff member
- The Library may require proof of identity to verify that maker credentials have not been shared to a non-certified user
- Staff reserve the right to restrict access at any time due to a person's disregard of safety, impairment, misuse, or disruption of another's use
- Staff provide instruction on safety and use of the equipment and tools; each person is responsible for the execution of their own project
- Fees may apply to the use of certain equipment

Makers may temporarily lose access and/or require retraining on equipment if they:

- Cause the equipment to be out of service
- Do not follow the equipment usage protocols
- Demonstrate a lack of basic knowledge and skill required to use the equipment
- Act in a way that poses a safety hazard to themselves or others
- Violate the Code of Conduct or Computer Use Policies or other applicable library policies

Makers must adhere to the following safety standards:

- Dress appropriately, no loose-fitting clothing, tie back long hair and hoodie strings, wear closed toe shoes

- Wear safety glasses as required when working on equipment or using tools that require eye protection
- Wear ear plugs and dust masks when appropriate
- Ventilation and dust collection systems are installed and must be used as appropriate to equipment requirements
- First aid kits, fire extinguishers, and eyewash stations are available in the makerspace
- Never leave equipment you are operating unattended
- Always clean your space after use

Makers must not create anything that is:

- Prohibited by local, state, or federal law
- Unsafe, harmful, or dangerous, including weaponry or parts of weaponry, in LPCPL's sole and absolute discretion
- Unsafe, harmful, dangerous or poses an immediate threat to others, in LPCPL's sole and absolute discretion
- Obscene or otherwise inappropriate for the Library environment, in LPCPL's sole and absolute discretion
- Violates another's intellectual property rights including reproducing material that is subject to copyright, patent, or trademark protection

LPCPL is not responsible for defects or the quality of workmanship of any of the tools, materials, or equipment supplied by LPCPL, or for the quality or condition of a maker's project.

Other applicable Library policies apply.

Adopted by the La Porte County Public Library Board of Trustees on 3/20/2025