Spark Labs (Makers) Policy

Purpose

At La Porte County Public Library, Spark Labs is composed of classes and events where people get together to formally and informally learn science, technology, engineering, art, and math (STEAM) related technologies through hands-on experiences, sharing of tools, knowledge, and local expertise.

Safety

Some equipment used in Spark Labs requires training before use. Necessary training is indicated on each piece of equipment's usage sheet. Makers may not use these pieces of equipment until the maker has attended a training class, passed a test for that equipment, and/or has received approval from staff.

When using any equipment not requiring additional training, the maker certifies that they are capable of using the equipment in a safe and proper manner, and must follow the safety guidelines listed on the equipment's usage sheet.

- Safety gear is required for use of some tools and equipment.
- All safety gear must be worn as appropriate.
- Long hair must be safely secured and out of the way.
- Necklaces, lanyards, loose clothing, or other dangly items are not permitted in the space.

The maker agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify Library staff.

General Conditions of Use

Makers must not create anything that is

1. prohibited by local, state, or federal law
2. unsafe, harmful, or dangerous, including weapons
3. obscene or otherwise inappropriate for the Library environment
4. 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

Computers in the makerspace are to be used for their intended purpose, i.e. discovery, learning, and prototyping creations, such as graphic design. Casual use is not allowed. Social media use and gaming are prohibited.

LPCPL is not responsible for any manufacturing 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.

Makers' projects cannot be saved to Library computers. Projects saved to Library computers will be automatically deleted at reboot.

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

1. cause the equipment to be out of service
2. do not follow the equipment usage guidelines
3. demonstrate a lack of basic knowledge required to use the equipment
4. act in a way that poses a safety hazard to themselves or others
5. violate the Code of Conduct or Computer Use Policies

Other applicable Library policies apply.

Access to Spark Labs is on equal terms to all persons, regardless of their race, sex, color, age, beliefs, affiliations, or other protected characteristics or status.

Eligibility for Open Lab Use

All makers aged 13 years and older must have a library account or current photo ID.

All makers must attend an Equipment Use and Safety Class prior to participating in open lab and using equipment.

Makers must have a signed waiver form on file. Minors' waivers must be signed by a parent or guardian.

Children under the age of 13 must be accompanied by a responsible adult at all times. Adults may be responsible for no more than 2 children at a time.

Food and drink are not permitted during open lab hours.

Adopted by Board of Trustees, October 27, 2016