

MAKERSPACE USE POLICY

Columbus Public Library's (CPL) mission is to connect people with ideas. The CPL Makerspace is designed to inspire personal growth through experimentation, creativity, and the application of knowledge. The tools that are available in the CPL Makerspace are provided in the spirit of community, sharing, and collaboration. These state-of-the-art resources and technologies exist to support educational, professional and personal goals and endeavors.

GUIDELINES FOR USE

- CPL's equipment is intended for educational purposes and prototyping, not for mass production purposes. Staff reserve the right to refuse the creation of any object. The public will not be permitted to use CPL's equipment to create or manipulate objects that are:
 - Weaponry or parts of weaponry of any kind.
 - Prohibited by local, state or federal law.
 - Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
 - Obscene or otherwise inappropriate for the CPL environment.
- The Makerspace is available on a first-come, first-served basis unless previously reserved. CPL patrons may reserve equipment (3D printer, laser cutter, etc.) up to one week in advance. Reservations can be made with the Makerspace Librarians in person or by phone.
- Everyone is welcome to use the Makerspace in accordance with other library policies including, but not limited to patron conduct, meeting room use, and unattended children.
- The Makerspace is available for up to two hours at a time. However, at the discretion of Makerspace Librarians, patrons may stay longer if there is no demand for the equipment at the end of their reservation.
- A Columbus Public Library card is required for some resources and services. Library cards are required when using equipment that requires the use of materials to be charged to the library patron. Library patrons will be charged for filament used on a by weight basis with rates posted at time of printing- 3D Print jobs that are not collected will be charged to the patron's account as a fine. Other single use supplies will be available at cost in the Makerspace. These supplies must be paid for at time of use and may not be added to a library account to be paid at a later date.
- Experimentation, collaboration, and research are encouraged in use of the Makerspace.
- The Makerspace is not staffed at all times. If patrons need assistance from staff they are required to prearrange a meeting time.
- CPL and CPL staff members are not responsible for lost or damaged files, data, software errors, hardware errors or 3D printing errors.
- All materials supplied by the Makerspace user must be approved by a Makerspace Librarian prior to use. Some materials may require proof of purchase. Consulting with Makerspace Librarians prior to purchase is recommended.
- Behavior in and use of the Makerspace is to be in compliance with all library policies.

Adopted by the Library Board on 7/8/2016. Revised on 4/11/2019.