

SHREWSBURY PUBLIC LIBRARY LEARNING LAB MAKERSPACE USAGE POLICY

The SPL Learning Lab Makerspace facilitates creative exploration, collaboration, experimentation and failure, in the pursuit of knowledge in a safe and inclusive space for all. Users of the Makerspace are given the opportunity to engage with new tools and software to learn or hone skills and ignite creative expression.

The SPL Learning Lab Makerspace (“Makerspace”) is a mixed use space for making and technology. As such, the space has specific times set aside for Open Making hours as well as for booked appointments on equipment that requires training.

The tools and equipment in the Makerspace can be divided into two categories based on user groups:

- All Makers: Tools available to use during Open Making times and by appointment after completion of a Makerspace orientation. Users 13-16 years of age may use tools designated as “All Makers” under the supervision of a parent or guardian.
- Trained Makers: Tools available to use by appointment after receiving training from makerspace staff. Training is provided through one-on-one appointments or designated workshops. Trained Makers’ tools are only available to users 16+ years of age.

To see which tools are designated “All Makers” and which tools are designated “Trained Makers” see the SPL Learning Lab Makerspace website at

shrewsburypubliclibrary.org/makerspace

General Guidelines

- Users must complete a SPL Learning Lab Makerspace Orientation for All Makers tools or a training for Trained Makers tools.
- Users must agree to the general guidelines and sign a Waiver, Release of Claims, and Hold Harmless Agreement. Users 17 years of age and younger must have a parent or guardian sign the release as well.
- Users must have a CW MARS Library Card in good standing to use the Makerspace.
- All users must check in with Makerspace staff or at the Reference Desk before entering the Learning Lab Makerspace.
- All users must clean their workspaces and return all tools and accessories to their original locations before leaving the space at the conclusion of their visit.
- The library will not supply consumable materials for Patrons to use with the equipment in the Learning Lab Makerspace. Patrons are responsible for providing their own materials. Staff may restrict the types of materials (i.e. matboard, tile, MDF, cardboard, etc.) used in the Makerspace to reduce the risk of harm to persons and equipment.
- Users are responsible for the cost of any damages incurred to the Makerspace equipment or property.
- Library staff may halt, delete, or disallow use of any tool at any time. Projects that are illegal under local, state, or federal law; in violation of copyright or other intellectual property laws; unsafe or dangerous; determined by staff to be inappropriate for a public setting; weapons or life-like replicas, will be stopped and not allowed to continue.

- Failure to adhere to general and safety guidelines may result in the loss of Makerspace privileges.

Safety Guidelines

- Follow the rules for each piece of equipment or area
- Follow Learning Lab Makerspace dress code:
 - Remove or fasten any loose clothing and/or jewelry
 - Tie back or secure long hair or hair coverings
 - Wear closed toed shoes
- Safety goggles, ear plugs, and masks are all available. It is your responsibility to use the proper safety equipment for your project and comfort
- Report any unsafe behavior, injuries or malfunctioning equipment to Makerspace or library staff immediately
- Do not take equipment out of the Learning Lab Makerspace
- Clean and return any item to its proper location when not in use, and clean up your work area before leaving the space.
- No horseplay, startling, or distracting anyone (even with a conversation) while using a tool or equipment
- Be aware of locations of first aid equipment and know of the operating guidelines for the equipment you are using.
- Do not close the blinds in the Makerspace or obstruct windows in any way.
- Toxic and/or flammable fumes are not allowed and should not be sprayed/used while using the Learning Lab Makerspace. These include but are not limited to: oil paint, paint thinners, aerosol adhesives and sealants, epoxy resin, strong glues or paints, spray paints due to improper ventilation in the Learning Lab Makerspace for these types of materials.

Shrewsbury Public Library Learning Lab Makerspace

WAIVER, RELEASE OF CLAIMS, AND HOLD HARMLESS AGREEMENT

Prior to using Shrewsbury Public Library Learning Lab Makerspace tools by appointment or during All Maker Hours, each person must read and sign this form.

I hereby confirm that I have received and read a copy of the Learning Lab Makerspace Usage Policy (the "Policy") and agree to abide by the Policy. I fully understand that using equipment in the Learning Lab Makerspace may result in personal injury or harm and that the Shrewsbury Public Library and the Town of Shrewsbury (hereinafter collectively referred to as the "Town") make no representation as to the safety of the equipment or the activity nor does the Town assume responsibility for the activity. In consideration of being offered the opportunity to utilize the space at the Learning Lab Makerspace, I hereby agree to release and hold harmless the Town, its employees, agents, volunteers, and committees and boards, from and against any and all liability, loss, damages, claims, or actions (including costs and attorney's fees) from bodily injury and/or property damage, which may arise out of my use of the Learning Lab Makerspace and any equipment related thereto.

I hereby assume all of the risks in utilizing any/all equipment and tools in the Learning Lab Makerspace, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released from dangerous or defective equipment or property owned, maintained, or controlled by them because of their possible liability without fault.

I hereby for myself, on behalf of my heirs, successors, and assigns, in consideration of being permitted to use tools and equipment at the Learning Lab Makerspace, agree to release and indemnify and hold harmless and defend the Town, its employees, agents, volunteers, and committees and boards, from any and all liability, loss, claims, and demands, actions, or cause of action for the death or injury to any persons and for any property damage suffered or incurred by any persons which arise or may arise to be occasioned in any way from my use of the Learning Lab Makerspace or possession of tools, technology, equipment or supplies.

I further certify that I am in good physical condition and have no medical or physical condition that would restrict my usage of tools and equipment in the Learning Lab Makerspace.

I acknowledge that the Town, its employees, agents, volunteers, and committees and boards are not responsible for the errors, omissions, acts, or failures to act on any party or entity conducting a specific activity on their behalf.

I do hereby for myself, on behalf of my heirs, successors, and assigns, in consideration of being permitted to use tools and equipment, waive any and all claims against the Town for any personal injury, illness, death, or liability resulting from or arising out of the carelessness, recklessness, negligence, and/or fault of the Town.

I affirm that the information I have provided is current, true, and correct. I understand that this information may be subject to verification. I certify that I have read this document and I fully understand its content. I understand that this is a waiver and release of liability and I sign it of my own free will.

Signature _____

Date _____

Print Name _____

Library Card Number _____

Email _____

Phone Number _____

Emergency Contact (Name and Phone)

Any Patron between the ages of 13 - 17 must also obtain the following consent and release before using the Learning Lab Makerspace at the Shrewsbury Public Library

I, _____ (print name), parent or legal guardian of _____ (print name), Who is a minor, for myself, my personal representative, my heirs, and my next of kin, do hereby consent to my child using the Learning Lab Makerspace with my supervision if under 16, or on their own if 16 or over, and voluntarily accept the terms of this waiver, release of claims and hold harmless agreement, and agree that it is my intent to exempt, indemnify, and release the Town of Shrewsbury, its employees, agents, volunteers, and committees and boards from any and all liability, loss, claims, demands, actions, or cause of action arising from my child's use of the Learning Lab Makerspace.

Signature

Date _____

Print Name
