

Eastern Shore of Virginia Regional Library and Heritage Center Makerspace Policy and Guidelines

Use and Reservations

Everyone is welcome to use the Eastern Shore of Virginia Regional Library and Heritage Center Makerspace. The Makerspace is available on a first-come, first-served basis; patrons can reserve it for specific tools/technology in advance. Library patrons may reserve the Makerspace room up to two weeks in advance for a maximum of 3 hours per day per customer. Patrons may only reserve the space for a maximum of 9 hours per week. Reservations can be made in person or by phone.

Users of the Makerspace are REQUIRED to meet the following criteria

1. *Possess an ESPL library card.*
2. *Complete the orientation and training class for appropriate equipment.*
3. *Reviewed the Makerspace Policy and read and signed the Makerspace Liability Form.*

Library patrons 15 and older may use the Makerspace without adult supervision. Library patrons age 14 and under require adult supervision from a parent/guardian. Both must be trained in the equipment use and present in the Makerspace at all times.

To obtain access to the Makerspace, a library patron must first check in at the front desk and present a library card. Reservations for the room will be held for up to 15 minutes after the initial start time.

A maximum of 6 people are allowed in the Makerspace at any given time.

Makerspace Hours

The Makerspace closes one hour before the library closes. Projects, print jobs, etc. cannot be left running or suspended while the Makerspace is closed. All projects must be completed prior to the Makerspace closing. The Library is not responsible for projects that are unable to be completed within this time frame. Patrons are responsible for all material cost for any finished, incomplete, and/or failed projects.

Equipment and Projects

- All equipment available in the Makerspace may be used free of charge.
- All Library equipment must stay in the Library.
- The Library is **NOT** responsible for any files (digital or print) left behind by customers. Patrons must save their work on a flash drive. Flash drives can be purchased at the front desk.
- Any files on Makerspace equipment will be deleted at the end of the work day.
- Computers in the Makerspace must only be used for Makerspace purposes.

Makerspace Orientation and Training

In order to use Makerspace equipment, patrons must complete equipment orientation and training for each device they wish to use. Patrons cannot use equipment they are not trained to use.

Patrons can schedule orientation and training in-person or over the phone. Training is offered by specific staff and is based on their availability.

Staff must add a note to patron accounts stating which training orientation they completed.

Equipment	Orientation Training Time
Button Press	30 minutes
3D Printer	1 hour
Sewing Machine	1 hour
Brother ScanNCut	1 hour
Huion Art Tablet	1 hour

Eastern Shore of Virginia Regional Library and Heritage Center reserves the right to halt, delete, or disallow the creation of items that are:

- Prohibited by local, state, or federal law;
- Violate the terms of use of the manufacturer;
- Obscene or otherwise inappropriate for the library environment;
- In violation of another's intellectual property rights;
- Looks like, functions as, or appears to function as weapons, knives, or parts thereof.

Library staff can provide limited assistance in using the equipment and software, if requested.

Behavior Guidelines

By using the Makerspace, patrons agree to adhere to this Makerspace Policy and all relevant policies including the Patron Behavior Policy, the Customer Service Policy, the Public Access Computer and Internet Use Policy, etc. Users of the Makerspace are expected to clean up after themselves. Any accidents, including damage to Library equipment, must be reported immediately. Patrons may be responsible for replacement costs for damage to equipment or the physical space incurred due to patron negligent usage or intentional misuse.

Patrons may not utilize the Makerspace for any type of commercial use. Selling of items created in the Makerspace is not permitted.

Supplies and Supply Guidelines

- Patrons may bring in their own supplies to use with the equipment as long as it is non-toxic and compatible with the equipment provided.

- Library staff must approve all user-supplied materials and consumables before they are used with equipment. Some materials may produce dangerous fumes or cause damage to the machines. Library staff may reject certain projects, materials, tools, etc.
- Supplies provided by the library may be available for purchase. Purchasing guidelines are available on request; pricing is subject to change.
- Patrons are responsible for paying all material costs associated with the Makerspace even if the project fails or is incomplete.
- Patrons must stay with ongoing projects including print jobs at all times.
- Patrons should notify staff when they are finished in the room.