



## Keene Public Library Policies

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<b>Makerspace Policy</b>	<b>Adopted: December 2024</b>
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The Keene Public Library (henceforth known as the “Library”) provides access to information for life-long learning and enjoyment; for the fulfillment of desires and curiosities; and for enhancing the quality of life in the community. The Kingsbury Makerspace and related equipment extends those commitments into the world of making. The Library provides open access to a wide variety of equipment and tools during open hours and for checkout and offers classes and programs for guided exploration. An inventory of Makerspace equipment is available upon request.

The Library’s policies regarding the "[Services of the Library](#)" and the "[Internet Acceptable Use Policy](#)" apply to the Makerspace. All users and or parents/guardians of minors using the Makerspace (collectively referred to as “users” throughout this policy) must agree to and sign the [Keene Public Library Maker Agreement and Release Form](#) before using the room and related equipment. Minors (under 18 years of age) must have a parent/guardian agree to and sign the form. An exception is given to individuals or groups on staff-led tours of the room.

Subject to age requirements, equipment and tools in the Makerspace are available at no charge to anyone with a valid Library card, generally on a first-come, first-serve basis during the hours that the Makerspace is open, as posted on the room’s door and in the Library’s calendar. Users must report to the staff person on duty before working in the Makerspace or with Library tools. Specific tools or equipment may be reserved for projects and may be used at other locations, at the discretion of the staff.

The Library may charge for Library-provided consumable materials outside of a scheduled library program. Users are welcome to bring in staff-approved tools and should bring their own materials (consumables), except for 3D printer filament which will be provided by the Library. Users shall attend a Library training program prior to participating in open hours and using the equipment. Users under the age of 14 must be supervised by a trained adult (18 years or older) who has completed the Library’s training program on the equipment to be used, at all times. For the laser cutter, users must be 16 years or over. Users must take notice of age requirements posted on all equipment. Users are responsible for consulting with staff about the availability of consumable material before planning a project.

Users are responsible for cleaning the equipment, tools and spaces with which they work, and any costs incurred for cleaning, repairs or replacement required for Library property that is damaged as the result of their inappropriate or unauthorized use of tools, equipment, and consumable materials. The Library is



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not responsible for any damage to, or loss of, or theft of users' personal property including electronic files left on computers.

Makerspace equipment and tools may be used only for lawful purposes. Users will not be permitted to use equipment or tools to create material that is:

- a) Prohibited by local, state, or federal law.
- b) Unsafe, harmful, dangerous, poses an immediate threat to the well-being of others, violates the terms of use for the tool manufacturer, or is otherwise inappropriate for the Library environment as determined in the sole discretion of Library staff.
- c) In violation of another's intellectual property rights including reproducing material that is subject to copyright, patent, or trademark protection.

Projects must be approved by staff prior to the use of all equipment to ensure that proper file format, size, and materials are being used. The Library reserves the right to refuse to fabricate an item on Library equipment. Anyone who wishes to appeal a refusal of fabrication may do so through the [Request for Reconsideration](#) form.

Users agree that the Library is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools, consumable, or equipment.

Users are encouraged to report any unsafe behavior observed in the space to the staff member or volunteer on duty. Users agree that if any tool or piece of equipment becomes unsafe or in a state of disrepair, they will immediately discontinue use of the tool and notify staff. Users agree to report any accident/incident that occurs in the Makerspace to a Library or Makerspace staff member.

Supervision of Makerspace tools and equipment by Library staff does not constitute knowledge, or acknowledgment, of any final use of the created product, and the Library specifically disclaims any knowledge thereof.