



Makerspace Policy

East Morgan County Library's (EMCLD) makerspace promotes creativity, ingenuity and entrepreneurship by creating opportunities for individuals to collaborate, innovate, and generate content. This space supports lifelong learning through technology and hands-on fabrication. The makerspace provides access to a wide variety of equipment and tools.

EMCLD's Behavior Policy and Use of Technology Policy apply to the makerspace. A signed Makerspace Use Agreement is required of all patrons using the makerspace. An exception is given to individuals or groups participating in staff-led makerspace programs.

Use of makerspace equipment and tools is free. Patrons are welcome to bring in staff-approved consumable materials for use with the equipment and tools. EMCLD, its employees and trustees do not assume responsibility for personal injury or damage or loss of personal property during the patron's use of the makerspace.

Library staff reserves the right to disallow the use of any tools, equipment, or consumable materials, or to halt, delete, or disallow the creation of items that violate any library policy. Approval to use the makerspaces does not constitute endorsement by EMCLD of the uses to which the space is put or the products produced in the makerspace.

Children under the age of 13 must always be accompanied by a parent or guardian over 18, with the exception of library sponsored classes or programs.

Training is required for some equipment before use will be allowed.

Makerspace Use Guidelines

- All users must agree to and sign the Makerspace Use Agreement form before using the space. Exceptions are given to individuals or groups during staff-led programs.
- Minors (under 16) must have a parent / adult guardian agree to and sign the Makerspace User Agreement before using the space. Exceptions are given to individuals or groups during staff-led programs.
- Users under the age of 13 must be supervised by a parent or adult guardian (18 or older).
- Library programs may have different age requirement guidelines, which will be posted with program advertisements.
- Some equipment requires patrons to complete training on safety and use prior to independent patron use.
- A reservation is subject to cancellation if the patron is late by 15 minutes or more.
- Reservations are subject to cancellation or modification if the space is required for library programs, services, or other library needs.
- Be respectful of other patrons and do not disrupt someone else's work. Be sure to clean your work area before leaving.
- Patrons are financially responsible for the makerspace equipment that they reserve. If any piece of equipment is lost or damaged, replacement or repair costs may be incurred.
- Library sponsored programs may have participation limits.



Safety Guidelines

- Safety gear may be required during the use of some tools or equipment and must be worn as appropriate. The East Morgan County Library District staff and trustees are not liable for any injury incurred due to patrons' use of equipment.
- Use of equipment, tools, and machinery in the Makerspace is at the patron's own risk. Patrons are responsible for following all safety instructions and training requirements when using the Makerspace equipment. If patrons are unsure how to safely operate any equipment, they should ask the Library staff for assistance before using it.
- The library staff and Board of Trustees is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials or equipment supplied by the Library, nor is it responsible for loss or damage to personal property or files.
- Unsafe behavior is not permitted. Users are required to report any unsafe behavior.
- No food or drink is allowed.



Makerspace User Agreement

I understand that I am financially responsible (in the case of a minor, parent/guardian is responsible) for the Makerspace equipment that I reserve. If any piece of equipment is lost or damaged during my session, I will pay the replacement cost of the item. Replacement costs vary by equipment, but can range from \$5-\$4,000.

I understand that the Makerspace is intended for digital content creation and creative work. I will not use the equipment for email, social media, or surfing the internet that is not directly related to my project.

I understand that I am responsible for properly saving my project and that the library and its staff are not responsible for any loss of data that may occur.

I understand and agree to abide by the posted Makerspace Policy, including, but not limited to:

- Wearing appropriate safety gear when required.
- No food or drink
- Each user is responsible for keeping the space neat and clean by cleaning up after they are finished
- Children under the age of 13 must be accompanied by a parent or guardian over the age of 18, unless participating in a library-staff led program
- All other library Behavior and Technology Use policies apply.

I understand the Makerspace reservation procedures, as detailed below:

- Reservations are required for both independent use and staff-guided sessions. Reservations must be made a minimum of 24 hours in advance and must be confirmed by library staff.
- Additional staff training may be required before independent use of equipment will be allowed.
- Reservations will be held for 15 minutes past the scheduled start time.

I understand that the laser cutter can inflict serious burns, cause eye damage if looked at directly, and is only safe to use with materials approved by library staff. If the XTool engraver is producing excessive smoke, I will notify Library staff immediately.

I understand that sharp tools can lead to injury if not properly handled.

I will leave the Makerspace station as clean as it was when I first started.

(Please see reverse side for signature section)

Accepted: September 2026



The East Morgan County Library reserves the right to change, modify or revise the terms of this agreement as it deems fit or necessary.

By signing below, I indicate that I have read and understand the East Morgan County Library Makerspace Policy and agree to abide by it when using the makerspace and equipment.

Signature: _____ **Date:** _____

Printed Name: _____

Address: _____

Phone: _____ **Email:** _____

Any Makerspace user under 16 years of age must have a parent or legal guardian sign this East Morgan County Library Makerspace Policy on their behalf. By signing, you accept all responsibility for the minor patron using the Makerspace. Any user under the age of 13 must have a parent/guardian over the age of 18 directly supervising.

I, _____ (Print name), acknowledge that I am the parent or legal guardian of _____ (Print Child's Name). I state that I have read the Makerspace Policy and have no questions about its meaning and voluntarily consent to and accept the terms of this agreement on behalf of my minor child by signing my name below.

Parent/Guardian Signature: _____ **Date:** _____

Printed Name: _____

Staff Use Only

Patron has received training on the following equipment:

Date: _____ **Equipment:** _____ **Staff Initials:** _____

Date: _____ **Equipment:** _____ **Staff Initials:** _____

Date: _____ **Equipment:** _____ **Staff Initials:** _____

Date: _____ **Equipment:** _____ **Staff Initials:** _____

Date: _____ **Equipment:** _____ **Staff Initials:** _____

Date: _____ **Equipment:** _____ **Staff Initials:** _____