Anadarko Community Library (ACL)
Makerspace Policy & User Agreement

The Anadarko Community Library Makerspace is a place where people with shared interest can gather to work on projects and/or create in a shared space using shared equipment.

Rules and Regulations

1. The Makerspace area is reserved for patrons using Makerspace equipment and supplies or for patrons attending a library program or meeting.

2. The computer in the Makerspace is provided for Makerspace-related projects and is not to be used for general computing.

3. Tools and equipment are available to makers on a first-come, first-served basis.

4. The maker must return tools used in the space to their original location in a clean state. The workspace also needs to be cleaned before the maker leaves.

5. ACL can only provide free consumable materials on a limited basis to be used during library programs. The maker must agree to avoid wasting supplies and materials.

6. ACL does not accept responsibility if a project is destroyed, does not print correctly, or does not work.

7. ACL is not responsible for tools, supplies, or files left behind.

8. Users agree to comply with all local, state, and federal laws and regulations applicable to Makerspace equipment, including all copyright and patent infringement laws and regulations.

9. ACL reserves the right to halt, delete, or disallow the creation of items that violate ACL policy, including weapons, pornography, or illegal items.

10. Some tools require specific safety gear, the use of which is described in certification training. Users must wear all safety gear as appropriate.

11. ACL's Code of Conduct and Internet Use Policy apply to the Makerspace.

12. Outside of regularly scheduled Library Maker programs, Library staff will provide minimal assistance in using the equipment and software or transporting supplies, equipment, or furniture to and from the Makerspace.

13. Use of the Makerspace signifies agreement with this policy and guidelines.

14. Makerspace Assistant will be available for training and questions most days. Please ask for the current schedule.

Requirements & Cost

1. All makers must sign the Makerspace Use and Release Agreement before to using the Makerspace.

2. Makers under 18 must have a parent or legal guardian sign the Makerspace Use and Release Agreement.

3. Makers under 13 must be accompanied and supervised by a responsible adult while using the Makerspace.

4. All makers must participate in mandatory, in-person certification training to use specific tools and be confirmed by ACL staff. Equipment includes, but is not limited to, 3D Printing.

5. When using a tool that does not require certification, the maker certifies that they can use that item safely and adequately.

6. Staff is available to assist in explaining the operations of tools and equipment as time allows and will make available materials such as manuals upon request.

7. Makers may bring in their materials, but staff must approve all user-supplied materials before they are used on equipment. ACL staff reserve the right to disapprove certain materials, tools, etc., at their discretion.

8. ACL supplies materials for 3D printers

9. Payment is due when the item is picked up. There are no refunds. Prices may be adjusted at the discretion of library director.

10. Completed projects not picked up within seven business days will become property of the library.

Fees

3D Prints = $1+$.10 per gram

Safety Guidelines
1. Certain equipment may require hair and dangling items, like jewelry, to be secured or covered before use.

2. Makers must discontinue use and notify ACL staff immediately if they see a tool or equipment is unsafe or in need of repair.

3. Makers must immediately report any accident, or incident, or unsafe behavior witnessed to ACL staff.

4. Projects and materials may be subject to approval by staff prior to us of machinery.

5. Failure to follow safety guidelines can result in loss of Makerspace privileges.

Anadarko Community Library Maker Space Use and Release Agreement

To use the Anadarko Community Library's Makerspace, you must read the Anadarko Community Library's Makerspace User Agreement carefully and ensure you fully understand it. Please take the time to review the rules, regulations, and indemnifications agreement. Acceptance of these provisions is required before your use of the space, tools, equipment, and materials for making at the Anadarko Community Library Makerspace.

I certify that I will only use equipment that I have been trained to use as indicated below. Your signature below indicates your acceptance and compliance with these provisions.

Equipment:	Initial/date when training complete:	Staff Confirmed Training
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Makerspace Indemnification Agreement

I/We have read and understood the Anadarko Community Library's Makerspace User Agreement and hereby unconditionally and irrevocably agree to indemnify, defend and hold harmless the Anadarko Community Library and the City of Anadarko and their members, officers, trustees, and employees from and against any and all claims, actions, causes of action, costs, expenses, liabilities or damages (including attorney's fees) of any kind or character suffered or incurred by any of them as a result of or arising from my/our use of the library's Makerspace equipment.

I have read and understand this release, indemnification, and hold harmless form & I voluntarily sign it.

_____
Name (Please Print)

_____   _____
Signature   Date

_____
Parent/Guardian Name – if child above is under 18

_____
Parent/Guardian Name Signature

_____
Address

_____   _____
Email Address   Telephone Number