



**Peotone Public Library District**

**515 N. First St.**

**Peotone, IL 60468**

**708/258-3436**

# Maker Space Policy

The Maker Space, Creation Station, is provided as a community resource to allow people to engage with technology, improve their digital skills, and be creative.



## RULES FOR USE

Patrons must be accompanied by a trained library staff member.

Patrons must sign and read the Maker Space Policy before the use of Maker Space equipment.

Patrons must be 16 years old to use the equipment without the supervision of a legal guardian. Patrons aged 13-15 may use the equipment but must be supervised at all times by a legal guardian. Patrons ages 6-12 may be accompanied by a guardian in order to participate in an educational or creative activity involving the equipment, but cannot use the equipment themselves. Patrons under the age of 6 are not allowed in the Maker Space area. Exceptions may be granted for programs led by library staff, at the discretion of the Library Director or his/her designee.

Certain equipment may have proficiency or reservation requirements and there may be fees associated with supplies. Staff must approve any outside materials used on equipment and reserve the right to reject certain materials, tools, etc. The Library cannot guarantee project quality, equipment availability or stability, confidentiality of designs, or specific completion times.

## SAFETY AND RESPONSIBILITY

Patrons using the Creation Station agree to use the equipment in a safe way and only after reading the policy and agreeing to its terms.

Patrons must report accidents and/or equipment damage immediately to Library staff. Patrons will immediately discontinue use of any equipment that becomes unsafe or in a state of disrepair.

Following use, all equipment should be in the same condition as it was when the patron began using it. Normal wear and tear is expected. However, patrons agree to pay for the loss of or damage to any items that are lost or damaged due to misuse of the equipment. The cost for the loss or damage will be based on actual costs for repair or replacement, including any parts and labor.

Patrons acknowledge the inherent risks in the use of the Creation Station equipment and that their voluntary

participation in using such equipment may result in injury or damage to themselves or their personal property. Patrons fully assume these risks and release the Peotone Public Library from any liability.

# MAKER SPACE EQUIPMENT

**Maker Space equipment may not be used to create materials that are:**

- prohibited by local, state or federal law
- used as weapons
- unsafe, harmful, dangerous or pose a threat to the well-being of others
- obscene or otherwise inappropriate for the Library environment
- in violation of another's intellectual property rights
- in violation of any other Library policy or the Library code of conduct

If a patron is found to violate this policy, they will be banned from usage of the Creation Station for a length of time to be determined by the Library Director, the Head of Technical & Maker Services or his/her designee.

**Patron Signature:** \_\_\_\_\_

**Patron Name (printed):** \_\_\_\_\_

**Patron Phone Number:** \_\_\_\_\_

**Patron library card number:** \_\_\_\_\_