

Makerspace User Agreement Policy Cass District Library

Purpose

The Makerspace at **Cass District Library (CDL)** is a creative, collaborative, and educational environment designed to provide our community with access to advanced software, emerging technologies, production materials, and co-working spaces. To ensure a safe and productive environment for all users, please review the guidelines below. Your acceptance of and compliance with these provisions is required to use the space, tools, equipment, and materials provided.

Makerspace Guidelines

1. **Onboarding Requirements:** Prior to using the Makerspace, users must:
 - Complete this Makerspace User Agreement form.
 - Sign a release and hold harmless agreement.
 - Verify their identity with a valid photo ID and/or a CDL library card.
2. **Check-In:**
 - Users are required to sign in with library staff every time they enter the Makerspace.
 - Unreserved equipment will be provided on a first-come, first-served basis, as permitted by staff availability and operational use requirements.
 - The Makerspace is open to the public during published hours. Available at www.cassdistrictlibrary.org.
 - The Library reserves the right to adjust or cancel available time as needed, even if previously published on the website, to ensure the best possible service and safe operation for all patrons.
3. **Supervision of Minors:**
 - Users must be 18 years or older to use the Makerspace Room.
 - Young children are the sole responsibility of their parents or caregivers and may not be left unattended.
 - Patrons aged 17 and under must have their parent or legal guardian always supervise and remain with minors when using the makerspace room.
4. **Safety First:**
 - CDL provides essential safety supplies, including safety goggles, earplugs, first-aid kits, and fire extinguishers, and patrons are required to use all provided safety equipment as instructed while operating or being near makerspace tools and machinery. Failure to do so may result in suspension of makerspace privileges.

- Patrons will follow all equipment safety procedures as documented in either a training session, workshop and/or detailed in the owner's manuals.
- Owner's manuals will be available for review by the User.

5. Liability:

CDL does not accept responsibility for the destruction, failure, or incorrect printing of a user's personal property or project.

6. Equipment Maintenance:

- If any tool or piece of equipment appears unsafe or falls into disrepair, the user must immediately stop using it and notify CDL staff.

7. Incident Reporting:

- Users must report any accident or incident occurring within the Makerspace to a staff member immediately.

8. Conduct and Ethics:

- Users must utilize the space in a courteous, reasonable, and responsible manner.
- If others are waiting, please limit equipment use to one project.
- Equipment may not be used for projects that are inappropriate in a public setting that violate CDL official policies, i.e. Computer and Internet Use Policy and Patron Behavior Policy.
- CDL reserves the right to halt or disallow the creation of items that violate Library policy, including weapons or illegal items.

9. Intellectual Property

- Patrons must follow all applicable intellectual property and copyright laws. Users are responsible for obtaining their own protections for any intellectual property developed within the space.

10. Disclaimer of Liability and Warranty

By using the makerspace equipment and services, you agree to assume the risk of, and acknowledge that CDL disclaims all liability for, any and all injuries (including death) resulting from use of equipment and/or items created using equipment owned by the Library. You also agree that objects produced may contain certain inherent weaknesses and limitations and may not be suitable for all applications, including, without limitation, those for which they are designed and intended. You further agree to assume the risk of, and acknowledge that CDL disclaims all liability for, damages or claims for infringement of intellectual property rights arising from your use of the Library's makerspace services. The Cass District Library disclaims and excludes all warranties, whether expressed or implied, associated with items produced and/or designed using its equipment.

11. 3D Printing Services

The CDL Makerspace contains one 3D printer that is reservable for direct use by patrons. In addition to this service, the Library also accepts requests from patrons to print their 3D models for pickup later by the patron.

CDL staff have the sole discretion to determine the order in which 3D models are printed. Patrons are limited to printing one 3D item at a time and may have only one item in the print queue at a time. If a 3D model consists of multiple separate parts, each part will constitute a single item. Because of limited staff and hardware resources, Library staff cannot guarantee completion times. Library staff will contact patrons when printing is complete, and patrons must pick up completed models within three weeks of completion. If models are not picked up within three weeks following completion, then Library staff may dispose of them in any manner it deems appropriate.

The cost for 3D printing is based on the weight of plastic used and is determined after printing is complete. Library staff may estimate the price prior to printing the model, but the exact price will be given to patrons after printing is complete. All 3D models must be paid for in full before being released to patrons. The cost of 3D models not paid for and collected within three weeks following completion of the print may be charged as a fee against the patron's library card.

Because of inherent limitations with equipment, CDL does not guarantee that any 3D model will print successfully. If a print fails due to Library staff error or hardware failure, the Library will attempt to reprint the object, and the patron will not be charged for the failed attempt, except as stated in the next paragraph. The Library may refuse to reprint the object after two unsuccessful attempts.

The Library may refuse to print 3D models that clearly contain errors or that are, as determined by Library staff, beyond the capabilities of the Library's equipment. The cost of failed prints due to errors within the 3D model and 3D models that are beyond the equipment's capabilities may be charged to the patron. Library staff have sole discretion to make slight alterations such as adding supports to patrons' designs in an attempt to make them printable, but the Library does not guarantee that they will print successfully. Patrons are responsible for any extra cost associated with printing these alterations to their designs regardless of whether the print is successful.

Printing or supervising the printing of a patron's 3D model or item by CDL staff does not relieve a patron of the indemnification obligations discussed below and shall not expose CDL to liability. Printing or supervising the printing of a patron's 3D model by staff does not constitute an acknowledgment that the patron's 3D model comports with this policy, any other library policy, intellectual property laws or other laws, or that the 3D model is safe or fit for patron's specific purpose (and in fact that CDL expressly disclaims any knowledge thereof).



User Information

Name:	Library Card Number:
Address:	City, State, ZIP:
Phone:	Email:
Signature:	Date:
Parental Consent (if minor):	