

Maker Space Policy

Approved 08/15/2024

Liability

The Henry County Public Library is not responsible for any liability, damages, or expenses resulting from use or misuse of the Maker Space. Any use of the space for illegal purposes is strictly prohibited.

Fines

The borrower is responsible for the costs associated with damage or loss to the Maker Space and associated equipment due to neglect or abuse. Replacement fines are as follows:

Makerspace Trolley - \$1500 or current market value

SAM Labs Maker Kit - \$388 or current market value

3D Printer - \$430 or current market value

Cubelets 11 Block Set - \$400 or current market value

Dry Erase Board - \$85 or current market value

Raspberry Pi Kit - \$150 or current market value

Snap Circuits - \$100 or current market value

Cricut - \$300 or current market value

Cricut EasyPress - \$190 or current market value

Embroidery Machine - \$450 or current market value

All Other Equipment – current market value

Usage Requirements and Guidelines

The Maker Space is available for use by Henry County Public Library cardholders with library cards in good standing (i.e. library card is not blocked due to unpaid fines or lost materials). Usage of the space is limited to 1 group at a time; groups are limited to 4 people or less. The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late or tardy for appointments to use the Maker Space.

Users aged 16+ are welcome to use Maker Space resources independently after attending a 30-minute training program and reading and signing the Maker Space waiver. Users 13-15 years of age must attend a 30-minute training program and have an adult guardian sign

the Maker Space waiver. Users 12 and under must be accompanied at all times by an adult who has undergone the training.

Patrons are expected to bring their own materials for use with library tools and equipment, excepting the 3D printers. The library reserves the right to deny the use of inappropriate materials.

Items with “Training Required” labels require users to undertake one-on-one training before using these items independently.

The Maker Space and associated equipment are strictly for in-house use. If damage to the Space is discovered by Library staff, these costs will be added to the patron’s account.

Guidelines

- Patrons must sign in/out at the Circulation Desk before and after using the Maker Space to ensure that all items are present and in good working condition.
- Users must have a valid library card and be in good standing with the Library. Patrons under 13 years of age who wish to use the Maker Space must be accompanied by an eligible adult.
- The Maker Space and its equipment are reserved for in-house use exclusively.
- Staff will verify/maintain all components of the Maker Space between user sessions.
- Patrons may make an appointment to use the Maker Space and its equipment. Access to the Maker Space may be restricted following repeated missed appointments or tardiness.
- Appointments may be made on the same day they are reserved.
- Some items may require a reservation before use. Please see a library staff member for assistance in booking these items.

3D Printing Rules

- 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 cost of printing, but the exact price cannot be given until after printing is complete. Library 3D printing is priced at \$0.05 cents per gram of filament used.
- All 3D prints must be fully paid before being released to patrons. The cost of 3D models not collected and paid for three weeks after printing will be applied as a charge against the patron’s library card.



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- Due to inherent equipment limitations, the library does not guarantee that any 3D model will print successfully. Staff may refuse to print a model after 2 or more unsuccessful attempts, or upon determining that the model is beyond the capabilities of the library's printers.
- 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. Failed attempts due to model errors may still be charged to the patron.
- Henry County Public Library staff bear the sole discretion to determine the order in which 3D models are printed. Patrons may only have one 3D print in the queue at a time. If a 3D model consists of multiple parts, staff will attempt to print as many parts as can reasonably fit on the build plate.
- Library staff will contact patrons upon completion of their 3D prints. Patrons must pick up prints no more than 3 weeks after being notified. If models are not picked up in this 3-week time frame, then the print becomes the sole possession of the Henry County Public Library who may apply them in any manner it deems appropriate.
- 3D printers are only to be touched and maintained by Henry County Public Library staff. If you require help starting, stopping, or retrieving a 3D print, please see a staff member.