



WEST BABYLON

PUBLIC LIBRARY

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Nancy Evans, Director

MAKERSPACE POLICY

- The West Babylon Public Library Makerspace also functions as a teen area and programming space. Library programs and teen area hours are prioritized, and the makerspace may only be used during stated hours. Appointments are recommended and drop-in use is only allowed when there are no library programs, or the room is not in use as a teen space. If the makerspace area or equipment is not reserved, it will be made available on a first-come, first-served basis, subject to staff availability.
- Equipment in the Makerspace may only be used for lawful purposes. Use of the Library's Makerspace equipment does not mean endorsement by the Library of the material being created. The views or opinions expressed by individuals or groups utilizing Makerspace equipment shall not be construed as the views or opinions of the Library or any of its officers or employees. Unacceptable uses of equipment include but are not limited to:
 - a. Creating materials prohibited by local, state or federal law
 - b. Creating materials that are unsafe, harmful, dangerous or that pose an immediate threat to the wellbeing of others (such use may violate the terms of use of the manufacturer)
 - c. Creating materials that are obscene or otherwise inappropriate for the library environment
 - d. Creating materials in violation of another's intellectual property rights; objects that would violate patents, copyrights, trademarks, registered designs or any other proprietary objects
 - e. Creating materials for the advancement of a commercial or profit-making enterprises.
- Parent/Guardian Supervision is required for patrons under the age of 13.
- Food and drink are not permitted in the makerspace.
- Staff is available to explain use of tools and equipment and will make instructional materials such as manuals available upon request. Some equipment/software may require staff supervision, instruction, or training in order to use. Patrons are expected to follow general usage and safety guidelines as posted in the Makerspace. Equipment issues or accidents should be reported to library staff immediately.
- Fees may be charged for some materials and services, as posted in the Makerspace. Only Library approved devices and materials may be used with Makerspace equipment. For some equipment, only Library-provided supplies may be used.
- Library staff manage computer hardware and software. Staff will consider modification requests, but users are not allowed to modify the Makerspace's hardware or software or install new programs onto the computers.

- Any work saved on the computers in the Makerspace will be deleted when logged off and cannot be recovered. Users must provide their own external storage devices.
- Patrons have 3 days to pick-up a project. After 3 days, the project will be discarded. The Library is not responsible for production or storing of any project.
- The 3D printer and laser engraver will be turned off one half-hour before the closing of the makerspace. Printing can not continue after the space is closed. Therefore, incomplete projects will be terminated at the time of closing.
- The Library is not responsible for damage to materials, nor for the loss of data or information, nor for liability that occurs from the use of library software, or hardware. Patrons agree to release and hold harmless the Library, its officers, agents, trustees, employees, volunteers and all related or affiliated parties (collectively the “Library”) from any and all liability, actions or claims for any loss, injury or damage that may arise in connection with the use of the Makerspace or its equipment, including but not limited to any liability, action or claim arising from the alleged negligence of the Library, which are not the result of gross negligence, intentional neglect, or willful or wanton conduct by the Library or its agents, representatives, or employees. Patrons may be held responsible for the repair or replacement cost of missing or damaged equipment. Use of the Makerspace not consistent with the Library’s policies and procedures may result in loss of privileges.
- No refunds or credits are issued for projects that are not completed to the user’s satisfaction.

Adopted 5/31/23