

Harrison County Public Library Makerspace Usage Policy

The Harrison County Public Library's Makerspace at the Lanesville Branch provides a creative and collaborative environment where patrons can create projects, explore new technologies, and share innovative ideas. The makerspace is open to individuals of all skill levels, encouraging self-paced learning and fostering a sense of discovery.

The makerspace is home to a laser engraver, a filament 3D printer, a resin 3D printer, a large-scale vinyl printer, a sewing machine, a multi-needle embroidery machine, a serger, a Cricut, a Cricut-compatible heat press, a green screen, and digitizing devices for film reels, VHS tapes, and cassette tapes.

To Become a Maker

While the makerspace is open to people of all skill levels, patrons will be asked to sign an agreement and liability waiver before they are allowed access to the equipment. The form is available online and in print at the Lanesville branch. Patrons 17 years old and younger must have a parent present to sign or bring in their agreement. Patrons aged 12 and under may use the makerspace if supervised at all times by a parent or adult guardian.

All machines require one-on-one safety and training classes before patrons can have independent access. Patrons who have completed a course will have their certification kept on file. If more than a year has elapsed since a patron's last use of a machine, the safety class must be retaken.

Usage Guidelines

- Machines in the makerspace are available by appointment only. Reservations can be made by completing the form on [HCPL's website](#) or by calling 812-952-3759. Use of the laser engraver and embroidery machine is restricted to patrons 17 years and older.
- Machine use is free, however machines that utilize HCPL's consumable materials incur a fee. Fees are calculated based on material usage and must be paid even if the project does not come out as planned.
- The machines are all available for a maximum number of hours per patron per week, as scheduling allows. Time can be extended at the staff's discretion.

Equipment Name	Maximum Time Allowance
Epilog Laser Engraver	4 hours
Roland Vinyl Printer/Cutter	½-hour prep plus 3 hours
Sewing Machine/ Serger/ Embroidery Machines	4 hours
Cricut	4 hours
Cricut-compatible heat press	4 hours
3D Printers	1 printing session per week at staff discretion
Digitizing Equipment	4 hours
Green screen backdrop	2 hours

- If a patron arrives more than 15 minutes late for an equipment reservation, the appointment may be canceled.
- Makerspace computers can be used only in conjunction with makerspace equipment.
- Patrons are expected to clean up after themselves, which means putting away tools, cleaning up scraps and dust, and throwing away discarded materials.
- Users are responsible for abiding by copyright and patent laws.
- Creating content that contains sexually explicit and/or hate speech or creating weapons is strictly prohibited. Patrons are expected to create content that is appropriate for an all-ages environment.
- The makerspace is a shared space, and may be used by more than one patron at a time. Please be aware of your surroundings and conscientious of other patrons and their projects in the space.
- Trained staff may not always be available for help or troubleshooting. HCPL expects patrons to do most of their own work and to be responsible for advancing their knowledge of the machines beyond basic operation.

Fees

- Some machines will require a usage fee for materials. See the listed prices on [the HCPL website](#) and posted in the makerspace.
- Fees include misprints and failed prints.
- Materials measured per foot are rounded up to the nearest foot.
- Patrons can provide their own materials to use on machines except for the large-format vinyl printer and the resin 3D printer.
- **Payment in full for any materials used is required upon completion of a project.**

Safety Guidelines

- Machines must never be left unattended. Machines should be paused if you must step away from the equipment.
- The exception to the above rule is the 3D Printers. If prints are expected to take several hours, the printer can be left unattended once it is clear it is printing properly. Prints can be picked up and paid for upon completion. Staff have the right to stop a 3D printer if a print is failing. Patrons will still be charged for any filament used on a misprint.
- **Children under the age of 10 who have accompanied an adult using the makerspace must stay under their direct supervision while in the building.**
- Personal files may not be saved on makerspace computers.
- No food or drink is allowed in the makerspace.
- Materials brought in for use in the laser engraver must be approved by staff. Certain materials are not allowed in the laser for safety reasons.
- HCPL is not responsible for damaged, lost or stolen items.
- HCPL is not responsible for personal injuries that occur in the makerspace while using library tools.
- Accidents in the makerspace must be reported immediately. Stop the machine and seek out a staff member.
- A patron will be charged for any damage to any machine or the space and might be charged a clean-up fee.
- HCPL has the right to deny access to patrons who do not follow these guidelines.

- HCPL reserves the right to revise the makerspace policy as needed, per approval of the HCPL Board of Trustees.

Makerspace Fee List

3D Printer Filament Prints	10 cents per gram of the weight, including supports and brims, etc.
3D Resin Prints	10 cents per gram of the weight, including supports and brims, etc.
Banner Vinyl	\$2.00 per foot
Grommets	25¢
Matte Paper	\$3.00 per foot
Sticker Vinyl	\$3.00 per foot
Heat Transfer Vinyl	\$5.00 per foot
Stabilizer for Embroidery (Small)	\$2.00
Stabilizer for Embroidery (Large)	\$3.00
USB drive	\$2.00

By signing this agreement, I agree to and understand the terms of the HCPL Makerspace Policy.

Signature

Date

Print Name

Phone Number

Email

Library Card Number if Applicable

Parent or guardian signature for patrons under 18

Date

Makerspace Liability Waiver

In consideration of being granted access to and use of the makerspace facilities at the Harrison County Public Library, I hereby acknowledge and agree to the following terms and conditions:

Assumption of Risk:

I understand that engaging in activities in the makerspace involves inherent risks and hazards, including, but not limited to, the use of tools, equipment, and materials. I voluntarily assume all risks associated with my participation in makerspace activities.

Safety Awareness:

I acknowledge that HCPL has provided guidelines, safety instructions, and orientation sessions related to the safe use of makerspace equipment and materials. I agree to comply with all safety guidelines and to seek assistance if I am unsure how to operate any tool or equipment safely.

Release of Liability:

I hereby release, waive, discharge, and covenant not to sue HCPL, its employees, agents, and representatives from any and all liability, claims, demands, actions, or causes of action whatsoever arising out of any damages, injuries, or losses sustained by me, whether in connection with the makerspace activities or otherwise.

Indemnification:

I agree to indemnify and hold harmless HCPL, its employees, agents, and representatives from any and all losses, liabilities, damages, or expenses, including attorney's fees, that may be incurred or sustained as a result of my use of the makerspace facilities or my failure to abide by the safety guidelines and rules set forth by the library.

Personal Property:

I understand that I am solely responsible for any personal belongings brought into the makerspace, and HCPL shall not be liable for any loss, theft, damage, or destruction of such personal property.

Medical Emergencies:

In the event of a medical emergency, I authorize HCPL to seek medical treatment on my behalf and understand that any associated medical expenses will be my responsibility.

Age Restrictions:

If I am under 18 years of age, I affirm that I have obtained parental or guardian consent to use the makerspace facilities and that my parent or guardian has read and agreed to the terms of this waiver on my behalf.

Compliance with Policies:

I agree to comply with all library policies, rules, and guidelines related to the makerspace facilities and activities.

Severability:

If any provision of this waiver is deemed to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

I have carefully read and fully understand this Liability Waiver and voluntarily agree to its terms and conditions. I acknowledge that I am giving up substantial legal rights and that my agreement to this document is a freely and voluntarily given act.

Name (Printed): _____

Signature: _____

Legal guardian's signature if user is under 18: _____

Date: _____