

Administrative Rules

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Rule 1.5.1 – MakerSpace Services

Overview and General Rules

I. OBJECTIVE

Deschutes Public Library (Library) MakerSpace services, equipment, and spaces are made available for a variety of library, community and individual activities that support the Library's dedication to providing life-long learning opportunities.

II. GENERAL USE OF MAKERSPACE SERVICES

1. MakerSpace services within Library facilities are designated by the Director and are available on a non-discriminatory, equal basis in compliance with local, state, and federal laws. No activities that conflict with the Library customer code of conduct (Administrative Rule 1.4) or with local, state, or federal laws or regulations are allowed.
2. Library programs and Library sponsored events take priority in all MakerSpaces and its services. There is no time limit on how far in advance Library programs or Library sponsored events may be scheduled. The Library reserves the right to reschedule or cancel confirmed MakerSpace services at any time to accommodate Library programs, events or operations.
3. MakerSpace services and equipment are designed for individual creation and not for mass production or to manufacture item(s) for resale.
4. Supervision of MakerSpace services by Library staff or volunteers does not constitute knowledge or acknowledgement of final use of any created product. The Library and its staff or volunteers are not responsible for any object created with the use of equipment, including any harm or injury incurred as a result of any usage of said equipment.
5. The Library has right of refusal for any project, material, tool or method of using MakerSpace areas, rooms or equipment.
6. The inclusion or use of any equipment, service or software in the Library's MakerSpace area(s) does not constitute the Library's endorsement of the equipment or content.
7. Only Library staff are responsible for the repair or replacement of parts on Library MakerSpace equipment or tools. Equipment or tools that have been identified as needing repair will be taken out of service and cannot be used by non-Library staff. Unsafe conditions or broken or malfunctioning equipment must be reported to Library staff as soon as possible.

III. RESERVATIONS AND ACCESS

1. MakerSpace Rooms & Equipment
 - Reservations are accepted on a first-come, first-served basis.
 - To make a reservation, you must have an account with the Library.
 - Reservations cannot be made more than 30 days in advance.
 - Reservations are available one (1) time daily and not to exceed three (3) hours.
 - Reservations can be made up to a total of five (5) times per calendar month which may be scheduled in consecutive days, once a week, or as needed throughout the month.

- A reservation is cancelled if the reserving individual is not present within (15) minutes of the scheduled start time.
- Use of MakerSpace equipment is limited to the person holding the reservation.

2. MakerSpace Appointments

- Appointments are accepted on a first-come, first-served basis.
 - Appointments cannot be made more than 30 days in advance.
 - Appointments can be made up to a total of five (5) times per calendar month which may be scheduled in consecutive days, one a week, or as needed throughout the month.
 - An appointment is cancelled if an individual is not present within (5) minutes of the scheduled start time.
3. Library personnel must have physical and visual access to all Library MakerSpace rooms, and equipment at all times.
 4. Usage of the Library's MakerSpace rooms and equipment is exclusive to the responsible party's reservation and necessary Library staff.
 5. MakerSpace rooms may be used by one or more persons at a time and may not exceed the maximum capacity as noted in either the reserved room or on the Library's website.
 6. Reserved MakerSpace rooms and equipment are available only during each Library's MakerSpace operating hours (see the MakerSpace section of the Library's website for open hours).
 7. Auditory and visual privacy are not guaranteed.

IV. FEES

1. The use of a Library MakerSpace is free of charge except in the event of damage or disrepair. The Library reserves the right to assess and charge a fee when room or equipment is vandalized or left in a state of disrepair that requires replacement or maintenance services.
2. The Library is only able to supply consumables on a limited basis. The Library reserves the right to refuse provision of consumables or equipment for any project, material, tool or method of using the Library's MakerSpace.
3. Misuse of the MakerSpace equipment and/or intentional damage to MakerSpace areas may result in the loss of MakerSpace privileges, potential loss of library privileges, and financial responsibility for any damage.
4. Failure to pay an assessed fee may result in loss of using MakerSpace areas and/or equipment privileges.
5. All fees are non-refundable.

V. RULES AND REGULATIONS

1. Reservations including time and date availability for selected MakerSpace appointments, reservations, equipment, and/or rooms at all Library facilities are completed online. See the MakerSpace section of the Library's website for more information.
2. Selected MakerSpace equipment is available on a first come first serve basis. See the MakerSpace section of the Library's website for more information.
3. All MakerSpace areas are closed at least 30 minutes before each Library's designated closing time.
4. MakerSpace equipment and materials are to remain in the designated MakerSpace area. Any materials, such as signs or meeting announcements on the day or time of a group or individual's meeting, may not infringe or interfere with access to any Library facility or be placed on Library property.
5. Decorations or personal materials may not to be affixed to any Library surface including but not limited to walls, bulletin boards, windows, columns, floors, ceiling, furniture or fixtures.

6. Customers must be near their MakerSpace projects at all times. This includes but is not limited to 3D printing, Cricut / digital die cutting, and laser cutting. Projects left unattended will be stopped or removed and may result in loss of MakerSpace area privileges.
7. There is no storage space on the Library premises in which individuals may store items.
8. MakerSpace activities and individuals may not engage in conduct and/or activities that disrupt or interfere with the normal operation of the Library, its MakerSpace areas, its program(s) or event(s); endanger the Library building or property; or unduly disrupt Library staff or customers, including, but not limited to, conduct that:
 - (a) creates unreasonable noise outside of MakerSpace activities
 - (b) is not contained within the assigned Library MakerSpace area
 - (c) violates [Administrative Rule 1.4 Code of Conduct](#)
 - (d) Misuses any equipment outside of its intended use. This includes equipment provided by the Library and equipment brought to the Library premises by an individual.
9. Children aged 13 and under must be accompanied at all times by an adult while using MakerSpace services.
10. Food is only allowed in MakerSpaces during periods where Library equipment is not available for use. Beverages must have lids or be in a spill proof container.
11. Customers may use their own tools, equipment, and/or materials in MakerSpace areas when Library staff are and are not present. Customer provided items may not produce a flame, dust/debris, excess noise, or fumes, and must be operated safely in accordance with manufacturer's instructions. Aerosol paints, glues, and sprays are prohibited. The Library reserves the discretion to refuse customer use of personal tools, equipment, and materials.
 - Examples of appropriate customer tools, equipment, and materials include sewing machines, fabric, leather, laptops, tablets, and hot glue guns.
 - Examples of inappropriate customer tools, equipment, and materials include soldering torches that produce a flame or spark, spray paint, and power tools such as drills, saws, or rotary tools.
12. The Library is not responsible for non-Library or personal tools, equipment, materials, laptops and/or their use.
13. To use certain tools, equipment, and materials in the MakerSpace a customer must receive certification from a library staff member.
14. By using MakerSpace tools, equipment, and materials, customers are acknowledging that they possess adequate knowledge to use those tools, equipment, and materials safely and in a way that will not harm themselves, others, or Library property.
15. The Library is not responsible for theft of, or damage to, property brought into the Library or its MakerSpace areas.
16. Failure to comply with this Administrative Rule will result in withdrawal of privileges at all Library facilities.

VI. APPEAL PROCEDURE

People who have received a notice that restricts access to the Library premises or MakerSpace areas may request a hearing. The request must be in writing and filed at the Deschutes Public Library's Administration Building or a Branch Library within seven days (exclusive of weekends or library's observed holidays) of receipt of the notice. The Library Director or Designee(s) will schedule a hearing, which shall not be more than two weeks after receipt of the request. The hearing will be informal and the Library Director or Designee(s) will consider testimony from library staff involved in the incident, from the person requesting the hearing, and from any other witnesses to the incident. The person requesting the hearing has a right to be represented by counsel, at that person's expense, and the right to cross examine any witnesses who testify. At the conclusion of the hearing, the Library Director or designee(s) may affirm, modify, or end the imposed exclusion. A written copy of the appeal decision will be delivered or mailed to the person that requested the hearing.