



## MIDDLESEX PUBLIC LIBRARY MAKERSPACE/THE MAKER'S NEST POLICY

*Approved by the Board of Trustees, March 2019*

*The Makerspace (hereby referred to as The Maker's Nest) at the Middlesex Public Library is a place for community members to connect, discover, build, and create. The Library strives to provide enriching opportunities for people of all ages and backgrounds to learn new skills and collaborate in growing innovation and hands on learning. The Maker's Nest will provide access to a variety of tools that allow patrons to make, explore, and tinker.*

*The Maker's Nest is only open during the advertised hours where there is a trained staff member or volunteer on duty and these hours are subject to change. In addition to "drop in" opportunities, there will be guided programs led by staff, volunteers, or expert makers on a regular basis.*

*This policy is based on best practices of New Jersey libraries.*

### GENERAL POLICIES

- A parent or guardian must be in The Maker's Nest at all times with a child aged 4 yrs and under.
- A parent or guardian must be in The Maker's Nest at all times with a child under the age of 13, *unless* participant is attending a Library led and Library sponsored program in The Maker's Nest.
- All those intending to use The Maker's Nest (independently and/or within a Library sponsored or Library led program) must sign The Maker's Nest policy and waiver, agreeing to abide by The Maker's Nest policy and indemnifying the Middlesex Public Library from any injury as a result of equipment. This waiver will be valid and kept on file for one year. Users under 18 yrs of age must have a parent or guardian complete the waiver for the child.
- Patrons may use the tools in The Maker's Nest at no cost. Patrons may be charged a fee to use materials associated with the tools.
- Patrons are required to bring their own fabric, vinyl, etc. for use in the sewing machines, and Silhouette Cameo machines. Materials must be approved by the Library staff.
- When creating digital content with the Library's equipment, please remember to bring your own storage devices (flash drive), or store your work via an online cloud service. The Library's computers do not store individual work or projects. The Maker's Nest laptops are for The Maker's Nest use ONLY.
- The tools and materials in The Maker's Nest are on a first come, first served basis. Please be courteous and share equipment when others are waiting. If others are waiting to use equipment, please limit your time to 30 minutes.
- The room is limited to four (4) makers at a time unless there is a special program being hosted by the Library in The Maker's Nest
- All projects must be approved by Library staff.
- The Maker's Nest items and equipment must be returned in the same condition in which they were found, and used for their intended purposes ONLY.
- The Library does not accept responsibility if a project is destroyed, does not print correctly, does not work, or if any of the patron's personal equipment is damaged or destroyed while using any of the Library's equipment.
- All equipment **MUST** stay within the Library. This includes, but is not limited to, all Legos, SnapCircuits, straws and connectors, Megablocks, Lincoln Logs, Keva planks, and other building toys.

- Theft or robbery will not be permitted and will result in permanent ban from The Maker's Nest area. Any suspicious activity will result in calling the police.
- Only the Library laptops may be connected to the machines (3D printer, Silhouette Machine).
- The Library Director reserves the right to refuse a patron's request to visit The Maker's Nest, as well as suspend or ban a patron from the area.
- Food and/or drink is prohibited in The Maker's Nest.
- Middlesex Public Library reserves the right to refuse entry to The Maker's Nest, or removal from The Maker's Nest to any persons who are in violation of the Middlesex Public Library's Code of Conduct
- Equipment in The Maker's Nest may be used only for lawful purposes. The public will not be permitted to use equipment to create material that is:
  - Prohibited by local, state or federal law.
  - Unsafe, harmful, dangerous or poses an immediate threat to the wellbeing of others.
  - Obscene or otherwise inappropriate for the Library environment.
  - In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.
- The copyright law of the United States (Title 17, U.S. Code) governs the making of copies or other reproductions of copyrighted material. The patron using The Maker's Nest equipment is liable for any infringement. Library staff will not willingly assist in any copyright infringement.
- Projects that are created in The Maker's Nests will be held for 5 days, after which it will be discarded.
- The Maker's Nest is open to Middlesex residents with a Middlesex Public Library or LMxAC member Library card.
- The Library is highly appreciative of any donations to the area. Consumable materials are a significant cost to the Library and therefore donations are helpful. All donations must be approved by the Library Director. The Library reserves the right to refuse any donations to The Maker's Nest, as well as remove any items that are no longer useful. The Library staff will not assign any value to a donation, as this is up to the donor. We welcome donations in the following areas:
  - Yarn
  - Scissors
  - Glue/glue sticks
  - Scrapbooking materials
  - LEGOS
  - Old Computers
  - Tools
  - Nuts and bolts
  - Filament
  - Batteries

### **3D PRINTER SPECIFIC POLICIES**

- The Library's 3D printer may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printers to create material that is:
  - Prohibited by local, state or federal law.
  - Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
  - Obscene or otherwise inappropriate for the Library environment, including weapons.
  - In violation of another's intellectual property rights. For example, the printer may not be used to reproduce material that is subject to copyright, patent or trademark protection.
- The Library reserves the right to refuse any 3D print request.
- The Library seeks to recoup materials costs. Therefore, there is a charge for 3D printing of \$.10 per gram. The cost is derived from the PLA filament cost and machine maintenance. The cost is subject to change. Changes will be posted to the Library website and within The Maker's Nest space.
- Patrons will not be charged for prints that are defective due to printer problems.

- Only the Library's filament is allowed to be used in the 3D printer.
- 3D prints that are not picked up within 5 days will become property of the Library. Items must be picked up by the individual who printed them.
- A staff member or trained volunteer must be present to supervise the use of the 3D printer and manage the printing queue. Staff will have final say when determining the order of print jobs when there is a queue.
- Printed objects may be photographed and displayed on the Library's website. Special consideration for patent or copyright reasons will be considered by the Library Director.
- In order to use the 3D printer, you will need basic understanding of Computer Assisted Drawing (CAD).
  - 3D model designs must be saved in file formats compatible with 3D printer software.
  - Digital designs are available from various file-sharing databases such as thingiverse.com. You can print or modify designs that are not protected by copyright.
  - Prints take a considerable time, often over 1 hour. If the print job is under one hour the patron must remain onsite to monitor the job. If the print job is over one hour the patron must remain for the first 30 minutes. The Library will view and approve all files before printing. The Library will utilize the software to make an estimate of the print time.
  - Final prints will be weighed. Payments will be made at the Children's Desk via cash only.
  - Please note that the Policies and Procedures governing the use of the Library's 3D printer are subject to change without notice.

## **BUTTON MACHINE POLICY**

- Patrons need to have received instruction from a librarian or shown proficiency in operating the button maker before use.
- Patrons may bring or create an image. Patrons are welcome to use paper, colored pencils, and markers to create images at no charge. If you choose to print an image using the Library printers regular charges apply - \$0.20/page for black and white prints
- For each button/magnet/keychain made there is a charge of \$.25 (for the cost of the button cover and pin back, etc.) which will be paid at the Children's Desk. This is in addition to any printing costs that may accrue if the patron decided to print using Library printers.



1300 Mountain Avenue  
Middlesex, NJ 08846

732.356.6602  
middlesexlibrarynj.org



### **Middlesex Public Library The Maker's Nest Liability Waiver - Individual Adult**

You are required to read the following information very carefully and make sure that you understand it fully and sign it before participating in this activity or program. Waivers will be held for ONE YEAR from date of signature, until which a new waiver must be signed to keep on file.

I, \_\_\_\_\_, am fully aware that participation in the Middlesex Public Library **The Maker's Nest** may result in risk of personal injury or harm. In consideration of being granted the opportunity to participate, I hereby agree to release and hold harmless the Middlesex Public Library and Borough of Middlesex, its officers, employees, volunteers, committees and boards, from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law. This indemnification and hold harmless agreement shall include indemnity against all costs (including without limitation, reasonable attorney's fees and court costs), expenses and liabilities incurred in or in connection with any such claim or proceeding brought thereon and in defense thereof.

I have read and understand this liability waiver, indemnification and hold harmless form and I voluntarily sign it. I hereby give permission to the Middlesex Public Library for emergency transportation and/or treatment in the event of illness or injury and this release extends to any liability arising in connection with such transportation and/or treatment. I hereby accept responsibility for the payment of any emergency transportation and/or treatment.

I further certify that I am in good physical condition, and have no medical or physical conditions that would restrict my participation in this activity or program.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Phone # where you can be readily contacted**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**E-mail**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



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### Middlesex Public Library The Maker's Nest Liability Waiver - Minor

Parent or Legal Guardian: You are required to read the following information very carefully and make sure that you understand it fully and sign it before allowing your child to participate in this activity or program. Waivers will be held for ONE YEAR from date of signature, until which a new waiver must be signed to keep on file.

I, \_\_\_\_\_, am fully aware that participation in Middlesex Public Library's **The Maker's Nest** may result in risk of personal injury or harm to my child. In consideration of my child being granted the opportunity to participate, I hereby agree to release and hold harmless the Middlesex Public Library and the Borough of Middlesex, its officers, employees, volunteers, committees and boards, from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law. This indemnification and hold harmless agreement shall include indemnity against all costs (including without limitation, reasonable attorney's fees and court costs), expenses and liabilities incurred in or in connection with any such claim or proceeding brought thereon and in defense thereof.

I have read and understand this liability waiver, indemnification and hold harmless form and I voluntarily sign it as the parent/guardian of the child/ren listed below. I hereby give permission to the Middlesex Public Library for emergency transportation and/or treatment in the event of illness or injury and this release extends to any liability arising in connection with such transportation and/or treatment. I hereby accept responsibility for the payment of any emergency transportation and/or treatment.

I further certify that my child is in good physical condition, and has no medical or physical conditions that would restrict his/her participation in this activity or program.

\_\_\_\_\_  
Parent/Legal Guardian Printed Name

\_\_\_\_\_  
Phone # where you can be readily contacted

\_\_\_\_\_  
Address

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

List of Child/ren's names and ages:

*\* A parent or guardian must be in The Maker's Nest at all times with a child aged 4 yrs and under.*

*\* A parent or guardian must be in The Maker's Nest at all times with a child under the age of 13, unless participant is attending a Library led and Library sponsored program in The Maker's Nest.*