



POLICY

Policy Type: Library Services **Policy Number:** 03-16
Policy Title: Maker Lab Policy

Purpose:

The purpose of this policy is to outline Maker Lab services as offered to Library users.

General:

St. Thomas Public Library provides public access to the Maker Lab in keeping with its role of providing equal access to information and resources which meet the needs of the community.

Application:

This policy applies to all who use the Maker Lab services or programs.

Guidelines:

The Maker Lab exists in support of patrons so that they may develop and progress in their own skill development. Customers entering the space will have different abilities, and Library staff will work towards meeting people where they are at in their abilities.

The Maker Lab is open during normal Library hours, but closes 15 minutes prior to the Library's closing time to facilitate cleaning of the space and shutdown of equipment. The space may also close during programs, outreach visits, or events, at the discretion of Library Staff.

Maker Lab services and equipment are available to all, however, priority will be given to members of the St. Thomas Public Library when scheduling appointments and bookings.

Parents/Guardians are responsible for their children's use of the Maker Lab and equipment therein. Children are not to be left unattended in the Maker Lab.

Usage of the Maker Lab must be supervised by library staff at all times. In the event that a trained staff member is not available, the Maker Lab may be closed to the public.

Wherever possible Library staff will provide ongoing programs to facilitate opportunities for patrons to learn how to competently use the equipment and resources available in the space. Library customers should be supported to fearlessly explore what is possible in the Maker Lab.

Library Staff will offer assistance, depending on availability. Customers who require extra help or training are encouraged to make an appointment. When providing assistance, Library Staff will be guided by the Library's Policy on Intellectual Freedom.

The possibility of "fails" or issues that compromise the finished project will be at the risk of the customer.

Users must save their work virtually or on an external memory source to ensure that it is not lost. Files saved on the Library computers will not be saved.

Users are responsible for covering material and equipment usage costs as per the posted Maker Lab price list, which is also available on the Library's website.

Users are required to use all Maker Lab services in a responsible and ethical manner. Users may not create any items which could be construed as a weapon. All users must adhere to all Library Policies and current applicable laws, including but not limited to copyright laws and licensing agreements, and may not create, access, display or distribute illegal material or material that contravenes the 'Ontario Human Rights Code' or is in the opinion of the Library Staff obscene, harassing, racist, malicious, fraudulent, libelous, or offensive. The Library is not responsible for any infringement of copyright, or any other violation made by users of the space.

Users who damage Library equipment will be charged for the replacement cost of the equipment. The individual whose name appears on the reservation will be responsible for any damage or misuse of the equipment, even if a group is working on a project together. Any user who introduces a virus, misuses, or damages the equipment, attempts to delete or modify either hardware or software, will be held liable for all damages.

The use of any Maker Lab hardware (including but not limited to laptops and audio-visual equipment) is intended for in-library use only and are not to be removed from the building. Failure to return such items on time will result in cost-recovery charges, suspension of library privileges, exclusion from the library and prosecution.

The Library Board reserves the right to revoke any user's access to Maker Lab services if usage is not in compliance with this policy, at the discretion of Library staff.

The Maker Lab is an evolving resource; therefore, this policy is subject to Board review and revision.

Related Policy 03-18 Policy on Intellectual Freedom

Approved Date: March 13, 2024
Supersedes Date: January 20, 2021 (Formerly "Creators' Community Policy")
Review Date: March 2028
Reference: Board Meeting March 13, 2024