

# ASHTABULA COUNTY DISTRICT LIBRARY

## PUBLIC SERVICES POLICY

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Historically the Ashtabula County District Library has included in its functions the creation, as well as the preservation and dissemination, of content in many different formats. ACDL has supported and encouraged scholars, writers, inventors, artists and artisans, and provided study rooms, carrels, meeting, exhibit and performance spaces, as well as tools and equipment for individual and group use.

Providing 3D printers, laser engravers, large form printers, and other tools and technology is only the latest manifestation of the library's natural role in encouraging and facilitating the creativity and ingenuity of its community of users.

While ACDL aspires to provide free, interesting and engaging makerspace programs for all ages, individual use of the Studio/makerspace equipment will be subject to a materials reimbursement fee equal to the approximate cost of any project supplies provided through ACDL.

Any failure to comply with makerspace policies may result in the loss of makerspace privileges.

### Studio Usage

- Users must hold a valid full-access ACDL library card. Exceptions must be approved by the Geneva Public Library Branch Manager, in writing, prior to use.
- All makerspace users must have a liability waiver on file.
- Users must complete training and/or demonstrate a thorough understanding of the operational aspects of specific makerspace machines.
- All users must follow Safety Guidelines associated with each machine.
- Users are responsible for ensuring stations are cleaned with all items, including tools, accessories, and the like, in their original locations when finished.
- The user (or, if a minor, their parent or guardian) is responsible to pay any ACDL charges or fees for all loss or damage to ACDL property or clean-up expense.
- Use of the makerspace by any individual constitutes acceptance of this policy and the Makerspace Use Agreement and Release of Liability, regardless of whether they have signed the Makerspace Use Agreement and Release of Liability.
- Parents or guardians of minors are solely responsible for the supervision of the minor's use of the makerspace. A minor's use of the makerspace constitutes acceptance of the Makerspace Use Agreement and Release of Liability by the minor's parents.

### Studio Projects

- Projects are subject to the approval of makerspace staff prior to equipment use. ACDL staff reserves the right to end a user's makerspace session at any time.

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- Anything created in the makerspace must comply with ACDL policies and all applicable federal, state, or local legal requirements. ACDL reserves the right to refuse or halt any projects that are not compliant with ACDL policy or applicable federal, state, or local legal requirements.
- Users agree not to use the makerspace to send, receive or create materials or data that are illegal, offensive, abusive, indecent, obscene, threatening, or in breach of human or civil rights, copyright, confidence, privacy, or any other legal rights. Users agree not to use the makerspace to fabricate or alter weapons of any kind.
- The user shall indemnify ACDL against any third-party claims or legal proceedings that are brought against ACDL that arise from the user's use of the makerspace.
- The user agrees that ACDL is not responsible for any manufacturing defects or the quality or workmanship of any of the tools, materials, or equipment supplied by ACDL, or for the quality or condition of a user's project.
- ACDL shall accept no liability whatsoever if a project is destroyed, does not fabricate correctly, or does not work.
- ACDL is not responsible for any damage to, or loss or theft of, the user's property.

### **Project Supplies**

- All materials to be used in the makerspace must be approved by staff prior to use with makerspace equipment. Only those materials approved may be used.
- ACDL supplies 3D printer media for a fee to users. Other consumable materials may be available for purchase. Fees for consumable materials are charged to cover the library's cost.

Adapted from

- *Public Policy Manual Section 2J. Makerspace and 2K. Makerspace Appointment Policy*, Greene County Public Library, July 31, 2025 <https://greenelibrary.info/policies/section-2/#2J>;
- *Makerspace: Policies and Procedures*, Miami University, July 31, 2025 <https://libguides.lib.miamioh.edu/create/makerspace/policies>;
- *Q&A: Makerspaces, Media Labs and Other Forums for Content Creation in Libraries*, ALA.org, July 3, 2025 <https://www.ala.org/advocacy/intfreedom/statementspols/contentcreationQA>

# Makerspace Safety Guidelines

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## General Lab Safety

- Secure all scarves, neckties, loose-fitting clothing, or jewelry when using machinery in the Studio. These items can be caught in the equipment and cause injury.
- Keep hands and arms away from machinery during operation.
- Never use a broken tool or machine. If you notice a tool or machine is broken, immediately inform a staff member.
- Keep the floor clear of clutter, wires, and/or trip hazards.
- If you are unsure about how to safely operate machines or equipment, ask a staff member.
- Safety goggles, gloves, and masks are all available for your use. It is your responsibility to use the proper safety equipment for your project. Not sure what to use? Just ask!

## Machine-Specific Safety Considerations

- Please refer to the Safety Manual for each machine for more detailed safety guidelines.

### GlowForge Laser Cutter

- Never leave the Glowforge unit unattended while operating – always stay within sight.
- If you need to use the restroom or otherwise briefly leave the space, you **MUST NOTIFY STAFF**.
- **Leaving the GlowForge unattended while running without notifying staff will result in an immediate ban of your GlowForge privileges.**
- Look inside frequently. A small, candle-like flame where the laser beam strikes the material is normal. This flame should move with the laser and should not remain lit when the laser has moved past. If there is a lasting flame inside the GlowForge unit that does not extinguish when the laser has moved past, **IMMEDIATELY** unplug the GlowForge and notify staff.

### 3D Printer

- 3D printers have hot parts that may burn your skin. Do not touch the extruder head or the print bed after turning on the machine.
- Use safety gloves when removing prints from the 3D printer bed.
- Always point scraper away from your body when removing prints.

### Embroidery Machine

- Power the embroidery machine off before changing needles, replacing thread or bobbins, or any tasks that require your hands to be near the sewing area.
- Never sew over pins or buttons.

- Always pay attention and keep hands clear of the needle area while in operation.
- If the embroidery machine hit the hoop during the stitch, immediately stop the machine and ask a staff member for help.

### **Heat Press**

- The heat press has hot parts that can burn your skin. Do not touch the top part of the press when placing items on the bed for pressing.
- Do not leave the heat press unattended during use.