

# ASHTABULA COUNTY DISTRICT LIBRARY

## PUBLIC SERVICES POLICY

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| REVISIONS:  |         | 8/20/25                       |

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Makerspace equipment reservations are available at The Studio at the Geneva Public Library.

Appointments are preferred but walk-in use is permitted providing equipment and staff are available.

### **Reserving Equipment**

- Makerspace appointments should be made in person, online, or via telephone by the individual wishing to use the equipment.
- All projects must be completed during standard operating hours of the Geneva Public Library and within predetermined reservation time slots unless otherwise arranged with Studio staff and approved by the Geneva Public Library Branch Manager.
- Tools and equipment in the makerspace are available on a first come, first served basis with priority given to any previously scheduled library use.
- Appointments may be booked four weeks in advance. No appointments will be booked beyond those four weeks.
- Appointments are for two (2) hours at a time. Additional time may be granted at staff discretion.
- Users may book/use no more than eight (8) hours of appointment time per machine per week. Walk-in use does not count toward this eight-hour limit.
- Patrons may pre-book only one machine at a time. If machines are available, Studio staff may approve the use of multiple machines at one time on a case-by-case basis and at the discretion of staff.
- A 15-minute grace period for appointments will be honored, after which the appointment will be cancelled.

### **Library Programs**

Library programs will take precedence over all other scheduled appointments. If there is a conflict between a library program and an equipment reservation, the library reserves the right to cancel the appointment at any time. While the library reserves the right to change or cancel a reservation when necessary, the library will endeavor to avoid such conflict.

### **Group Reservations**

- Groups (defined by the makerspace as more than four people that are not all immediate family) wishing to use the makerspace should reserve space by filling out the group visit request form on the library webpage.
- Groups must have at least one adult present at all times.
- Group visit requests should be placed a minimum of two weeks prior to the desired reservation date.

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### **Responsibility of Users**

- Users are responsible for calling as early as possible to inform of any necessary cancellations.
- Two or more missed appointments within a four-week period without prior notification may result in restrictions in booking future appointments.
- Users are responsible for ensuring their projects will finish and applicable machine cleanup completed by the end of their designated appointment time. Staff may terminate any jobs that run into the next appointment. User will be responsible for material cost regardless of completion of job.
- The makerspace will attempt to reach the patron if the library closes for an emergency or if the reserved equipment is out of order and unlikely to be repaired prior to the start of the appointment.

### **Termination**

The library reserves the right to terminate any appointment, and/or place restrictions on future appointment bookings in accordance with library policy.

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>;