



Makerspace @ The HUB Procedures

The Mentor Public Library (the “Library”) provides Makerspace services to its patrons as part of its mission to provide patron services for literacy, learning, and pleasure. The HUB’s Makerspace (the “Makerspace”) is available for patrons to make a variety of products using new and emerging technologies. To best serve our patrons the following procedures apply:

1. All of The HUB’s Makerspace equipment and materials are the property of Mentor Public Schools (the “School”). Therefore, the use of the Makerspace is subject to policies set forth by the School which will be upheld and enforced by Library staff.
2. The Makerspace shall only be used for lawful purposes. The Library reserves the right to refuse any request for any reason including but not limited to:
 - a. Any item that is unsafe, harmful, or prohibited by local, state, or federal law
 - b. Any item that is obscene or inappropriate for the library environment
 - c. Any item that violates intellectual property rights of an individual or corporation (i.e. using Makerspace equipment to reproduce materials that are subject to copyright, patent, trademark or other registered design protection).
3. The Makerspace equipment is viewable by the public. The production of all projects is therefore subject to viewing by the public.
4. Only trained Library staff shall have hands-on access to the Makerspace equipment. All physical interaction with and configuration of the Makerspace equipment will be performed by Library staff.
5. Patrons must read all relevant documents pertaining to Makerspace policies and procedures and file a signed copy of The HUB Makerspace User Agreement with Library staff before Makerspace use. Users under the age of 18 must have a parent or legal guardian read the sign the User Agreement form on their behalf.
6. Patrons must have a valid library card in good standing in order to use The HUB’s Makerspace services. For patrons under the age of 18, this requirement must be true of the parent or legal guardian signing the User Agreement form on the juvenile’s behalf.
7. An adult must accompany users under age 13 at all times while inside the Makerspace.
8. Use of the Makerspace is on a first-come, first-served basis.
 - a. Makerspace use shall not exceed 2 hours per person per day unless otherwise permitted by Library staff. This time shall encompass all activities relating to a patron’s Makerspace use that is performed by Library staff, including (but not limited to) consultation, design preparation, and equipment set up.
 - b. Patrons with reservations will be given priority over walk-in users.
 - i. Patrons may reserve a Library staff member’s time for one piece of Makerspace equipment at a time in increments of 30 minutes, up to a total of 2 hours per day.
 - ii. Patrons must submit their reservation request and design via the Library’s submission page: <http://www.mentorpl.org/Makerspace>
 - iii. Staff will review the design to make sure it is suitable for the requested equipment and falls within the established procedures.
 - iv. Staff will contact patrons to approve or deny their reservation request. A reservation is not complete until the requesting patron receives confirmation from Library staff that their request has been accepted and agrees to the scheduled date and time.

- v. Patrons may only have 3 confirmed reservations at a given time, unless otherwise permitted by Library staff.
 - vi. Only the person who makes the reservation is permitted to use that time in the Makerspace, except in the case of a guardian making a reservation for a minor who is 13 years of age or older.
 - vii. Staff and/or equipment availability is not guaranteed for walk-in users.
- c. The Library reserves the right to make advanced reservations for special purposes and events and does not guarantee the availability of any equipment in the Makerspace.
9. The cost for using Makerspace equipment and/or materials is subject to the School's policy and will be upheld and enforced by Library staff.
 - a. Materials provided by The HUB are subject to availability and cannot be guaranteed. As such, patrons requiring a large amount of a particular material are highly encouraged bring in their own materials for use in the Makerspace equipment.
 - b. When possible, the Library will provide a cost estimate prior to the patron's Makerspace use. This is only an estimate, and the exact and final cost will be determined after the patron's Makerspace use.
 - c. Sometimes designs can fail. The Library will not be held responsible for design failure. Patrons will still be charged applicable costs. If failure occurs, we will provide the reason(s) for failure and offer suggestions for design improvement. The Library will not, however, provide re-design services.
 - d. All associated costs must be paid before a patron is permitted to remove the product of their Makerspace use from The HUB.
 - e. Patrons are permitted to purchase only those materials that are used during their session. Pre-payment for materials intended for use in future projects is not permitted.
 - f. Both the School and the Library retain the right to reserve materials required for special purposes.
 10. In some instances, users ages 18 and up may borrow tools for temporary use in the Makerspace from the Library. A valid MPL library card in good standing and a valid government-issued photo ID are required to check out these items. The patron's photo ID will be held during use of selected equipment and tools until the items are returned in similar condition to Library staff.
 11. The Makerspace will close 30 minutes before The HUB, and all work must be completed by this time. Projects cannot be left running or suspended while The HUB is closed.
 - a. The Library assumes no responsibility for projects that are unable to be completed within this time frame.
 - b. Patrons are responsible for all use and material costs associated with incomplete projects.
 12. Library staff's supervision of a patron's Makerspace use does not constitute knowledge, or acknowledgment, of the final use of any product of Makerspace usage, nor of the lawful status of said products; Mentor Public Library specifically disclaims any knowledge thereof.
 13. Objects created with Makerspace services are provided "as-is" and without warranties of any kind, either express or implied. Mentor Public Library disclaims any responsibility for the fitness to any purpose of the service and its objects.
 14. Failure to abide by all applicable policies and procedures, as determined by Library staff, will result in suspension or loss of Makerspace use privileges.
 15. The procedures that govern the use of The HUB's Makerspace are subject to review and to change.