



MakerSpace Policies

1. Prior to using the MakerSpace, Makers must
 - a. Complete and sign a MakerSpace Agreement and MakerSpace Waiver
 - b. Verify identification with a valid photo ID or JDCPL library card. (Minors without valid ID or library card must have a certified parent or guardian accompany them in the MakerSpace).
2. Makers must “check-in” with staff and sign the guest book each time they use the MakerSpace.
3. **Makers under age 13 must always be accompanied by a parent or guardian.**
*Parent/Guardian supervision is required for all minors, as the Makerspace contains potentially dangerous tools and may contain small parts not suitable for children under age 3.
- **Audio/Video Room: Users must be at least 16 to use the room.**
4. **Makers must participate in mandatory safety training to use the MakerSpace & Audio/Video Room.**
5. Use of Glowforge cutter/engraver and the Ultimaker 3-D printer requires “certification” training.
6. When using tools that do not require specific training, the Maker is certifying that he/she is capable of using the tool or equipment in a safe and proper manner and may be required to demonstrate knowledge to staff member before using equipment.
- **Cricut cutting machine, Sewing Machine, Digitizing, Brother Scan & Cut, Sublimation, AV Room**
7. JDCPL staff is available to assist in explaining the operation of tools and equipment and will make materials such as manuals available upon request.
8. JDCPL provides access to safety supplies in the MakerSpace. (safety glasses, gloves, first aid kit, and fire extinguisher).
9. Unless previously scheduled for use by staff, tools and equipment are available on a first come, first served basis for use in the Makerspace only.
10. **JDCPL reserves the right to refuse entry to or remove from the MakerSpace anyone who are in violation of polices.**
11. Equipment in the Makerspace may be used only for lawful purposes. The public will not be permitted to use equipment to create material that is:
 - a. Prohibited by local state or federal law.
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the wellbeing of others.
 - c. Obscene or otherwise inappropriate for the library environment.
 - d. In violation of another’s intellectual property rights. (For example, the 3D printer will not be used to reproduce materials that is subject to copyright, patent, or trademark protections).
12. JDCPL reserves the right to refuse any request for use of equipment in the space.
13. JDCPL is not liable for any damaged materials or media belonging to persons utilizing the equipment in the space or facility.
14. The copyright law of the United States governs the making of copies or other reproductions of copyrighted materials. The person using the equipment is liable for any infringement.



MakerSpace Agreement

Please review the policies and guidelines set forth. Acceptance of and compliance with these provisions is required for your use of the space, tools, equipment, and materials provided in the MakerSpace.

Name _____ Birth date: _____/_____/_____

Address: _____

Phone#: _____ Email: _____

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Parent/Guardian (if under 18): _____

Phone#: _____ Email: _____

Address: _____

Certification or training complete : F MakerSpace Waiver

Safety Training/signed agreement	complete: _____	Staff initials: _____
GlowForge Laser Cutter/Engraver	certified: _____	Staff initials: _____
Ultimaker 3D Printer	certified: _____	Staff initials: _____
Cricut Cutter	complete: _____	Staff initials: _____
Sewing Machine	complete: _____	Staff initials: _____
AV Room	complete: _____	Staff initials: _____
Digitizing Eq.	complete: _____	Staff initials: _____
Brother Scan & Cut	complete: _____	Staff initials: _____
Sublimation	complete: _____	Staff initials: _____



MakerSpace Waiver

I, _____, affirm that the information I have provided on the Maker Agreement is current, true, and correct. I understand that this information may be subject to verification.

I, _____, do hereby for myself, on behalf on my heirs, successors, and assigns, in consideration of being permitted to use tools and equipment, waive any and all claims against the Jasper-Dubois County Public Library, for any personal injury, illness, death or liability resulting from or arising out of the carelessness, recklessness, negligence and/or fault of the Jasper-Dubois County Public Library.

I, _____, do hereby for myself, on behalf on my heirs, successors and assigns, in consideration of being permitted to use tools and equipment, agree to release and indemnify and hold harmless and defend the Jasper-Dubois County Public Library and their offices, agents, volunteers, board of directors and employees from any and all liability, loss, claims and demands, actions or cause of action for the death or injury to any persons and for any property damage suffered or incurred by any person which arises or may arise or be occasioned in any way from the maker or possession of tools, technology, equipment or supplies. I am using in the MakerSpace. Any available insurance of the maker's shall be primary and the JDCPL's will be Non-contributory.

The parties intend each provision to be severable and separate and apart from one another.

The parties agree that any and all disputes resulting in litigation will be commenced, litigated and adjudicated only in the County of Dubois, State of Indiana pursuant the laws of the State of Indiana.

If a court of law construes that any part of this release is invalid, such construction shall not invalidate the remainder of this release.

I have read this release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name on the reverse. By signing this release, I agree to abide by JDCPL Makerspace Policies and Maker Responsibilities, and I acknowledge receipt of the same.

Signature _____ Date: _____ Printed Name: _____

Any Maker under age eighteen (18) years of age must also obtain the following consent release before using the Jasper Public Library Makerspace.

I, _____, am the parent or guardian of _____ I consent to this and state that I have read the agreement and release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

Parent signature: _____ Date: _____ Printed Name: _____

Permission for additional person(s) to accompany my child in the MakerSpace:

I authorize the person(s) listed below to accompany my child in the MakerSpace. I understand adults accompanying children must also be safety certified for room, have a signed waiver on file and be certified to use equipment when required.

Name: _____ Relationship: _____ Waiver signed: _____

Name: _____ Relationship: _____ Waiver signed: _____

Parent signature: _____ Date: _____ Printed Name: _____