

## Forsyth County Public Library Makerspace Policy

The Makerspaces at the Forsyth County Public Library (“Library”) are creative areas that provide Library customers access to space and technology to create, explore, learn and share new ideas while making use of high-quality technology tools and creative resources. Makerspaces are currently located at Clemmons Branch Library, Forsyth County Central Library and Paddison Memorial Branch Library.

### I. Policy

- a. To reserve the Library Makerspaces, customers must have a valid Library card, receive training, sign a Makerspace Waiver and follow the rules in this policy as well as the [Library Use Policy](#), [Internet Use Agreement and Computer Rules](#) and [Meeting Room Rules for Use](#). Failure to adhere to these rules may result in a loss of access to Makerspaces.
- b. No food or drinks of any kind are permitted in Makerspaces.
- c. Makerspaces and equipment are not intended for significant production or fabrication, and the Library reserves the right to refuse or limit the use of any equipment, resources or services.
- d. Makerspace equipment must be used for lawful purposes only. Any use of Makerspace computers, equipment, materials and resources other than their intended purposes may result in the loss of Makerspace and/or Library privileges.
- e. All Makerspace projects must be approved by Library staff.
- f. Customers are not permitted to use the Makerspace equipment for projects or to produce materials that:
  - i. Violate local, state or federal laws or regulations
  - ii. Look like, function as or appear to function as weapons, firearms, knives, ammunitions, explosives or parts thereof
  - iii. Appear unsafe, harmful, dangerous or otherwise pose a threat to the health or safety of others
  - iv. May be construed as obscene or otherwise inappropriate for the Library environment
  - v. Potentially violate the intellectual property rights of another
- g. Use of Makerspaces is limited to three hours per day. An extension may be granted at the discretion of Library staff.
- h. All Makerspaces close 30 minutes before the Library. All projects must be finished and equipment turned off before the Makerspaces close.
- i. All non-library owned materials and supplies brought into the Makerspaces must be pre-approved by Library staff upon check-in.
- j. Customers must immediately discontinue the use of Makerspace equipment if it becomes unsafe or is not working properly and report any equipment issue or personal injury that occurs in a Makerspace to a Library staff member.

Adopted January 15, 2025

- k. Customers must take their projects and any personal items with them when their reserved time has concluded. Makerspaces and all devices used are to be left in the same condition as they were found, assuming normal wear and tear.

#### Eligibility

- a. Customers must hold a Library card in good standing and complete appropriate training to reserve and use Makerspaces.
  - i. Customers must be at least 18 years old to reserve and use the equipment without supervision.
  - ii. Customers under the age of 18 may use Makerspace equipment as long as they are supervised by a trained parent or legal guardian with an approved reservation and signed Makerspace Waiver on file.
- b. Customers who don't have Library cards may use the Makerspace during Library staff-led programming.
- c. All customers must check in with Library staff in the Makerspace to ensure a Makerspace Waiver has been completed.

#### II. Makerspace Open Lab and Reservations

- a. Makerspace Open Lab: Customers may drop in for a unique making experience and learn about different technologies and creative tools that offer the perfect opportunity to learn something new at your library.
- b. Reservations:
  - i. Customers may reserve up to three hours in the Makerspaces and have access to all equipment for which they have completed training.
  - ii. Reservations are held for 30 minutes. Customers must cancel all reservations that will not be used. Reservation privileges will be suspended for a three-month period for customers with three no-shows as aligned with the Meeting Room Rules for Use.

#### III. Protection of Intellectual Property

- a. While the Library encourages patrons to use the Makerspaces for innovation, it cannot guarantee the security of intellectual property rights. Projects may be visible to the public, and the Library may photograph or record them for various PR purposes.
- b. The Library will not store customers' designs or files.

## **Forsyth County Public Library Makerspace Waiver**

Adopted January 15, 2025

I, \_\_\_\_\_, agree to abide by the Forsyth County Public Library Rules of Use and Makerspace Policy. I am fully aware that participation in the Makerspace program may result in the risk of personal injury or harm. In consideration of being granted the opportunity to participate, I agree to the following:

Indemnification and Disclaimer of Liability

a) Indemnification Statement

- i. To the fullest extent permitted by law, I agree to indemnify, release, and hold harmless Forsyth County, its officers, employees, board members, agents, and representatives from any claims, damages, losses, expenses, settlements, or judgments related to the use of Makerspace equipment and services. This includes claims for personal injury and infringement or misappropriation of any copyright, trademark, or patent.

b) Disclaimer of Liability and Hold Harmless

- i. I accept the risk of using the Library's Makerspace equipment and services and acknowledge that the Library is not responsible for any injuries (including death) resulting from the use of the equipment or items created within it.
- ii. I acknowledge and recognize that objects produced in the Makerspace may have imperfections and defects and/or may not be suitable for all applications. Customers assume the risk and acknowledge that the Library is not liable for damages or claims related to the infringement of intellectual property rights arising from their use of the Makerspace equipment and/or services.
- iii. The Library is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied by the Library. THE COUNTY DISCLAIMS AND EXCLUDES ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, ASSOCIATED WITH ITEMS PRODUCED AND/OR DESIGNED USING ITS EQUIPMENT. IN NO EVENT SHALL THE COUNTY BE LIABLE FOR SPECIAL, INDIRECT, OR PUNATIVE DAMAGES.

Printed Name/Library Card Number: \_\_\_\_\_

Participant Signature: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_

(Participants under the age of 18 require a parent/legal guardian signature.)

Date: \_\_\_\_\_

Branch Location: \_\_\_\_\_

Emergency Contact Phone Number FOR OFFICE USE ONLY: \_\_\_\_\_

Please check the age of the participant:

Youth Participant  
(5yrs – 12 yrs)

Teen Participant  
(13yrs – 17 yrs)

Adult Participant  
(18yrs – and older)

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