



# Cherrie Marshall Maker Space Usage Policy

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Lisa Martin	Madison Public Library Director
Katie Gales-Loyd	Programs Coordinator

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# 1. Purpose

## 1.1. Introduction

The Cherrie Marshall Maker Space is a place where people can engage in a variety of hands-on learning opportunities, access technology and become more creative and empowered with new skills.

## 1.2. Definitions

1. Cherrie Marshall Maker Space or Makerspace: a collaborative work space for making, learning, and exploring that uses both high tech and no-tech tools.
2. Maker: Library patron approved to use the Maker Lab

## 1.3. Audience

In general, the policies included in this manual apply to all MADISON PUBLIC LIBRARY patrons with access to MADISON PUBLIC LIBRARY systems, applications, and networks.

## 1.4. Review of Policy

This policy will be reviewed regularly and updated as needed based on community use and sustainability needs.

# 2. Maker Eligibility Requirements

1. Makers aged 18+ with a Madison Public Library card in good standing.
2. Children under the age of 18 are allowed to use the Maker Lab under the following conditions:
  - 2.1. Children between the ages of 13-17 are allowed to use the Makerspace with waivers signed by both child and adult, and with supervision of a staff member or adult, or during pre-scheduled Library sponsored programming.
  - 2.2. Children under 12 may only use the Makerspace in the presence of a parent or guardian who has a current signed waiver or during pre-scheduled Library-sponsored programming.
3. Maker must complete Cherrie Marshall Maker space Accident Waiver and Release of Liability Form and Cherrie Marshall Maker Space Usage Guidelines prior to first use.



4. Makers are expected to abide by Cherrie Marshall Maker Space policy, Cherrie Marshall Maker Space Usage Guidelines, and any applicable Library policies at all times.

### 3. Reservations

1. Reservations are required to use the Cherrie Marshall Maker Space outside of prescheduled Library-sponsored programming.
2. Makers must be in good standing to make a Makerspace reservation.
3. Makers must specify what equipment and consumables they plan to use during their reservation.
4. Library staff have the right to refuse any reservation request, including but not limited to, if the Maker is not in good standing, not completed required training, Maker uncertain of project making in Makerspace, or sufficient staff is available.
5. Reservations for the Makerspace cannot be made earlier than 9:00 AM or later than 6:00 PM Monday-Thursday, or after 4:30 PM on Fridays, unless pre-approved by scheduled evening Library staff. This will be on a case-by-case basis. The Makerspace is *not* available for reservations on Saturday unless pre-approved by scheduled Saturday library staff on a case-by-case basis.
  - 5.1. Workstations must be cleaned up and materials put away prior to the end of the reservation time.
  - 5.2. All projects, complete and incomplete, must be removed from the maker space upon the end of the reservation period. The library is not responsible for any damage or lost projects and projects may be discarded if left behind.
  - 5.3. All 3D printer projects are capped at 3 hours and must be completed prior to the end of the reservation period.

### 4. Training

1. Certain equipment, such as the X-Tool, 3D printers, and any other devices specified by staff requires hands-on training before use. Makers may not use these pieces of equipment unless the Maker has attended a training class, passed any required certification quizzes for that equipment, and received approval from staff for use.



2. Training will be provided on a monthly or as needed basis based on staff availability. These training sessions will be posted on the library website calendar and social media websites at least one week in advance. Registration will be required.
3. Training or demonstrations may be offered to groups of three or more upon request based on staff availability. To schedule, please contact the Library.
4. Outside of monthly or pre-scheduled training sessions, Library staff is unavailable to train on any piece of equipment.
5. Makers may temporarily lose equipment access and require retraining on equipment if they
  - 5.1. cause the equipment to be out of service,
  - 5.2. do not follow equipment usage guidelines,
  - 5.3. demonstrate a lack of basic knowledge required to use the equipment.
6. Makers may permanently lose equipment access if retraining is required more than once for the same piece of equipment.

## 5. Makerspace Equipment

1. When using equipment without a training requirement in the Makerspace, the Maker certifies they can use the equipment in a safe and proper manner and must follow any safety guidelines listed with the equipment. Staff may not be available to assist with equipment use.
2. If any equipment begins to act unsafe or incorrectly, the Maker must immediately discontinue use and notify Library staff. If the Maker notices any damage to the equipment, they must notify Library staff before using. Madison Public Library is not responsible for any defects or the quality of any of the Makerspace equipment.
3. Equipment used must be returned in the same condition as it was issued, barring signs of normal use. Makers agree to pay for the loss of or damage to any items due to misuse or non-compliance with specified instructions

## 6. Copyright

Madison Public Library abides by the copyright laws of the United States (Title 17, U.S. Code). These laws govern photocopying or creating other reproductions of copyrighted materials. All Makers must abide by copyright laws.



Madison Public Library is not responsible for the improper or illegal use of equipment in the Cherrie Marshall Makerspace. Makers may not use the 3D printer, X-Tool, Cricut, or any other equipment to reproduce material protected by copyright, patents, or trademarks.

Makers will NOT be permitted to create material that is:

1. Prohibited by local, state or federal law
2. Unlawful, unsafe, dangerous, obscene, or racially, ethnically, or otherwise objectionable.

Cherrie Marshall Makerspace equipment is for personal use only. Using the Makerspace for commercial purposes is prohibited. The library reserves the right to refuse any equipment usage requests.

While Library staff will make every effort to oversee the use of equipment, Madison Public Library is not responsible for any object created with the use of the equipment. This disclaimer includes any harm or injury incurred because of using the resources in the Cherrie Marshall Maker Space.

## **7. Protection of Patron Intellectual Property**

1. Due to the public nature of its facilities, the Library cannot guarantee the security of patrons' intellectual property rights such as copyright or trade secrets. By using the Library's Makerspace, patrons acknowledge that their intellectual property may be visible to others and accept any associated risks.
2. The Madison Public Library reserves the right to delete patrons' design, model, or files submitted to the library or saved on library computers at any time. By using Maker pace equipment, submitting designs, or requesting objects to be produced, patrons assume full responsibility for their projects and agree to hold Madison Public Library harmless in all related matters.

## **8. Cost**

1. General use consumables—including, but not limited to, markers, construction paper, and paint—are available for free within reasonable limits.
2. Makers must provide their own consumable materials for use with equipment (e.g., fabric for the sewing machine, vinyl for the Cricut, engravable items for the X-Tool). Filament for the 3D



printer is available for purchase at a per-weight cost, as indicated on signage near the equipment and/or at the front desk.

- 2.1. All materials must comply with the operating guidelines of the respective machine. If a patron is unsure whether a material is appropriate, they must consult a librarian before use.

## **9. Other Maker Responsibilities**

1. Makers agree to keep their workspace neat and to return all equipment to its proper place when finished.
2. A Maker must always be in reach of the equipment while it is in use to ensure safety and so equipment can be controlled or turned off.
3. Makers must immediately notify Library staff of any accident or incident of violation of any guidelines or library policies that occurs in the Makerspace.
4. Madison Public Library is not responsible for any personal effects, supplies, or equipment left unattended in the Makerspace.
5. Drinks with lids are allowed at the work tables; no drinks are allowed at the work desks or near equipment. Food is not allowed in the Makerspace at all.