

### 3.15 CREATION SPACE AND STEAM AREA POLICY

Asotin County Library provides access, training, and technology to everyone and offers programs, materials and tools of creation to people who have limited access or opportunity. Asotin County Library's makerspaces promote creativity, ingenuity, and entrepreneurship by creating opportunities for individuals to collaborate, innovate, inspire one another, and generate content. The spaces support lifelong learning and the realization of ideas in a new way through technology and hands-on fabrication. Makerspaces and studios provide access to a wide variety of equipment and tools in multiple ways, including guided exploration through classes and programs. This policy establishes how and under what circumstances the public may use the Library's equipment.

#### Rules governing use of Library equipment

The Library's equipment is available to the public to make objects using a design that is uploaded from a digital computer file or from a physical pattern.

1. The public will not be permitted to use the Library's equipment to create material that is:
  - a. Prohibited by local, state or federal law.
  - b. Unsafe, harmful, dangerous or poses an imminent threat to the well-being of others, including but not limited to drug paraphernalia and weapons. (Such use may violate the terms of use of the design software.)
  - c. In violation of federal, state or local laws or regulations regarding accessing, viewing, printing and distributing obscenity or child pornography.
  - d. In violation of Asotin County Library's policy on sexual harassment.
  - e. In violation of another's intellectual property rights or the design software or physical pattern terms of use. For example, the printers shall not be used to reproduce material that is subject to copyright, patent, trademark or trade secret protection.
2. The Library reserves the right to refuse any 3D, laser cutter, Cricut Maker or other equipment use request.
3. Some tools and machines are available to makers on a first-come, first-served basis; others are available by reservation or during designated hours. When machines are out of order, staff will attempt to contact patrons with reservations. This courtesy cannot be guaranteed.

4. Cost and Materials: Equipment use at the Library is currently free. The Library reserves the right to charge a fee in the future to cover the costs of printing materials and can only provide free consumable materials on a limited basis. Staff must approve all patron-supplied materials before they are used in order to reduce the risk of damage to machines or harm to patrons within the Library. Only Library computers may be connected to Library machinery.
5. Asotin County Library is not responsible for personal property or files.
6. Items printed or made from Library equipment that are not picked up within ten (10) days after completion will become property of the Library and the patron waives all property rights in the object. Design files other than those that are part of the design catalogs to which the Library subscribes will be deleted by Library staff at the time of printing or at the end of each day. Items must be picked up by the patron who printed them unless alternative arrangements have been made in advance.
7. Patrons may only use the equipment with the assistance of designated Library staff or volunteers and/or only after completing any required orientation. Damage to the equipment will be subject to the Library's damaged equipment policy. Asotin County Library is not responsible for any projects that fail to print correctly.
8. The Library's equipment is intended for educational, entertainment and prototyping purposes. The Library does not provide access to the equipment for the production or sale of goods. Assistance with the use of the equipment by Library staff does not constitute knowledge, or acknowledgement, of any final use of the object made. Once in possession by the patron, the Library expressly disclaims any and all personal injury or property damage caused by use or misuse of an object made on Library equipment.
9. Users must complete a Release of Liability and any required training before using or reserving Library equipment. Users under the age of 18 must have a parent or guardian sign the Release of Liability. Users under the age of 12 must have a parent or responsible person age 18 or older with them while using any equipment, except in the case of Library staff-led programs specifically developed for younger patrons or volunteers.

Adopted May 18, 2023 by the Asotin County Library Board of Trustees.