



## ***Gary Public Library MakerSpace Usage Guidelines***

located in the Gary Public Library & Cultural Center 220 W. 5th Avenue Gary, IN  
219-886-2484 ext. 332

The Makerspace Lab was made possible in part (or in whole) by a grant from the Legacy Foundation, U.S. Steel, the City of Gary, and the John S. and James L. Knight Donor Advised Fund held at the Legacy Foundation.

### **About the MakerSpace**

The MakerSpace at the Gary Public Library (GPL) is a dynamic and collaborative learning environment where GPL patrons (Makers) can engage in hands-on learning experiences, access innovative technology and empower themselves with new skills.

We welcome Makers of all backgrounds to share this space and its equipment. To ensure a safe environment, we ask that all Makers adhere to the following guidelines and responsibilities found in the MakerSpace Usage Guidelines.

### **To Access the MakerSpace**

Makers must hold a valid GPL library card and be in good standing with the library. Prior to using the MakerSpace for the first time, the Maker must register with the library at the circulation desk of the Gary Public Library & Cultural Center where they must complete the MakerSpace registration process including the Access/Waiver form, and present their library card along with a photo ID.

Makers under 17 years of age must have a parent or guardian present to sign the MakerSpace Access/Waiver form. Makers under 13 years old must be accompanied by a parent or guardian while they are in the MakerSpace. Age restrictions specific to equipment usage will be outlined in the guidelines for each piece of equipment.

Makers over the age of 18, must have a telephone number. We will call to verify. One piece of identification with picture is also required.

All visits to the MakerSpace requires the Maker to check in with GPL staff, and present their library card and sign in.

Makers are expected to adhere to MakerSpace Usage Guidelines and all other GPL policies at all times. GPL's Unattended or Disruptive Children Policy also applies to the MakerSpace.

### MakerSpace Reservations

- Call 219-886-2484 ext. 332.
- Current Sessions and Open Lab dates/times are available at any Gary Public Library location or at [www.garypubliclibrary.org](http://www.garypubliclibrary.org).
- Groups may arrange sessions or demonstrations for equipment in the MakerSpace. To schedule, please contact the library.
- Priority is given to library sponsored programs which are scheduled in advance; however, the library reserves the right to change or cancel reservations.

### User Responsibilities

1. Makers must acknowledge it is the user's responsibility to use proper safety equipment for their project. During Open Lab, the Maker affirms their capability to use the equipment safely and correctly.
2. Makers must maintain a tidy workspace and return all equipment to its designated location after use.
3. The Maker must remain close to the equipment during use to ensure safety and immediate control or shutdown if needed.
4. Any accidents, or unsafe or malfunctioning equipment must be promptly reported to library staff.
5. Fees associated with MakerSpace equipment and services must be settled at the time of use. Failure to pay may result in refusal of service and/or retention of items due to non-payment.
6. Makers must pay (if applicable) for consumable materials prior to beginning a project.
7. The Gary Public Library assumes no liability for unattended personal belongings, supplies, or equipment stored within the MakerSpace.
8. Food and beverages are prohibited in the MakerSpace.
9. Makers must respect and adhere to intellectual property rights, U.S. copyright laws, and local, state, and federal laws where applicable.
10. Makers must refrain from creating any unlawful, hazardous, obscene, or objectionable items. The final determination of an item's appropriateness rests with the Library Director, MakerSpace staff or their designee. Any such items will be confiscated and destroyed.
11. Makers cannot create any weapons, parts of weapon, or weapon-like items.
12. Makers cannot create any items for malicious intent or use MakerSpace equipment to manufacture or mass produce items for personal or resale use.
13. Makers are allowed to create only one item per session.

### Your Safety Matters

- Secure or tuck away loose clothing and jewelry.
- Tie back or cover long hair.
- Wear closed-toed shoes.
- If uncertain about any aspect of your task, do not hesitate to seek guidance from MakerSpace staff.

### Rules Regarding Equipment Usage

- Utilize tools only for their intended purposes and always employ the correct type and size of tool.
- Equipment and tools must be used and remain inside the MakerSpace.
- Keep all safety guards on the machines securely in place.
- Maintain a safe distance from blades and other moving parts of the equipment to avoid injury.
- Exercise caution around machines that are being operated by others.
- Stay attentive to your work at all times when using equipment.
- Allow hot items to cool completely before handling.
- Whenever possible, close or cover blades when equipment is not in use.
- Dispose of combustible, corrosive, or other hazardous materials in the designated containers.
- Makers may temporarily lose equipment access and may need retraining if they render equipment out of service and/or disregard equipment usage guidelines.