

Meredith Public Library Makerspace Equipment Policy and Procedures

Policy

The Meredith Public Library Makerspace is a place for community members to learn, preserve and create. Tools funded through taxpayers, donations and grants are available in the Makerspace for this purpose.

The Makerspace is open during normal library operating hours. Some equipment is only available with the assistance of trained staff or volunteers or by appointment. In addition to “drop in” opportunities, there will be guided programs led by staff, volunteers, or expert makers on a regular basis.

Those wishing to utilize the tools in the Makerspace must submit a completed waiver. Children under 18 must have the waiver completed by a parent or guardian. Children under the age of 14 must be accompanied by an adult when using any equipment in the Makerspace.

Makers must have a Meredith Public Library card in good standing to reserve equipment. First time users will submit a completed liability waiver which the Library will keep on file. Library staff may ask for photo ID before allowing makers to use Library equipment.

Library equipment cannot be removed from the Makerspace. It should be used in a manner consistent with the proper use of each device. Users mishandling Library equipment may have their usage rights suspended. The Meredith Public Library reserves the right to refuse any request for use of library equipment.

The Meredith Public Library is not liable for any damaged material or media belonging to persons utilizing Library equipment or facilities.

Equipment in the Makerspace may be used only for lawful purposes. The public will not be allowed to use Library equipment to create material that is:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the wellbeing of others.
- Obscene or otherwise inappropriate for the library environment.
- In violation of another’s intellectual property rights. For example, printers will not be used to reproduce material that is subject to copyright, patent, or trademark protection. Makers using Meredith Public Library equipment are responsible for any copyright infringements.

Food and beverages are not allowed in the Makerspace or adjoining Media Room. The Meredith Public Library reserves the right to refuse entry to, or remove from, the Makerspace any persons in violation of the Library’s Behavior Policy.

Procedure

1. Reserve equipment for use in the Makerspace by calling ahead at 603-279-4303, emailing librarian@meredithlibrary.org or stopping at the Circulation Desk. Equipment is not considered reserved until you receive confirmation of the reservation.
2. Some equipment will require safety training and certification before it can be used by the public. The Library will keep record of certification on file. If you do not have certification for a particular piece of equipment, be sure to register for a training session. Call or email the Library for more information.
3. When using equipment that does not require training and certification, the maker is certifying that they are capable of using it in a safe and proper manner.
4. When creating digital content, please remember to bring your own storage devices, purchase one at Circulation Desk, or store your work via a cloud service. The library's computers cannot be used for personal storage.
5. Unless previously reserved in advanced, equipment is available to makers on a first come, first served basis.