



102 Priestley St.
Canton, MS 39046
601-859-7733
www.mclsms.org

Makerspace Policy

Approved by the Madison County Library System Board of Trustees, March 26, 2024

Purpose

The Madison County Library System's (MCLS) makerspaces assist patrons to develop and discover creativity through imaginative learning by using new and evolving technologies.

Conditions of Use

- Makerspaces are available free of charge to all users who possess a valid MCLS library card.
- Patrons must demonstrate to a library staff member their ability to use the equipment before they can use it independently. Manuals are available for patron use upon request.
- All makers must read and sign MCLS's Makerspace Policy and agree to abide with its conditions and any future revisions or addendums. Users who do not sign the policy will not be permitted to access the makerspace area.
- Reservations must be made with the library branch where the patron would like to use the makerspace area.
- Registration is required for all users and must be completed at the circulation desk upon arrival for every session. Staff will retain the forms in a binder.
- Makers must be 16 years of age or older to work independently in the makerspace.
- Parents must sign the Makerspace Agreement and Waiver for users under 18 years of age.
- Makerspace is limited to two (2) makers at a time except library programs led by staff or branch projects.
- Library staff will be given priority to use makerspace for library projects or programs.
- Hours for makerspaces vary by library branch location. All makerspaces close 30 minutes before the library branch closes.
- All patrons are limited to two (2) hours per day to work in the makerspace. 3D printing time is limited to six (6) hours per day per project.
- Staff will assist and explain the operation of tools and equipment but will not assist the patron with projects.
- Equipment cannot be moved in the makerspace without staff approval.
- MCLS provides filament for the 3D printer and charges a small fee for its use. Prices will be posted at each branch.



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Procedures

- Users may bring materials for use with makerspace equipment if it is approved by library staff and by the manufacturer of the technology. Failure to use proper materials may result in damage to equipment with patrons held responsible for any damage that results.
- Makers must follow all safety procedures when using equipment. They must listen and follow all library staff guidance. If an issue or accident arises with the makerspace equipment, the patron must notify a library staff member immediately. Injuries to patrons or staff must be reported immediately to the library supervisor and complete an incident report.
- Equipment may not be removed from the library. Theft of makerspace equipment and materials will result in permanent barring from the makerspace area and possible legal action taken by the library system.
- The library does not assume any responsibility or liability for a project that is destroyed, defective, or damaged.
- The library will not refund or reimburse patrons for supplies used in a makerspace purchased from the library or by the patron.
- Patrons may only use the makerspace computer supplied by the library to connect to the machines. Personal computers will not be allowed.
- No food or drinks are permitted in the makerspace area.
- The branch manager or head of circulation reserves the right to refuse access to the makerspace, suspend, and/or ban a patron.
- No patron may run a business or sell items made on makerspace equipment for profit. Doing so may result in temporary or permanent revocation of makerspace privileges.
- Makers may only use makerspace equipment for lawful purposes that are not prohibited by local, state, or federal law.

Examples include the following:

- Unsafe, unharmed, dangerous, or poses an immediate threat to the wellbeing of others
- Obscene or otherwise inappropriate for the library environment.
- Copyright or intellectual laws.
- Title 17, of the U.S. Code governs the making of copies or other reproductions. By using MCLS's makerspace equipment, the user assumes all liability for any work they may create in violation of copyright law.
- All equipment used by patrons in the makerspace will be inspected upon arrival and after the patron uses it to check for damage or problems.
- Users must clean up all work areas and debris in the area they used.
- Each roll of filament must be stored by staff in an individual shrink storage zip lock bag with a desiccant packet, a humidity indicator card, and reshunk every time.

Equipment:



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Cricut (Explore Air)

- Rotary blade
- Fine point blade
- Scoring stylus
- Scraper
- Spatula
- Weeder
- Micro-tip scissors
- Tweezers
- Portable Trimmer
- 12 x 12 (standard grip mat, light grip mat, fabric grip mat)
- 12 x 24 standard grip mat
- 0.4 tip black pen

Note: Patrons must bring their own paper, vinyl etc.

Embroidery/Sewing Machine (Brothers SE600)

- Needles
- Threads
- Pins
- Bobbins
- Seam Ripper
- Scissors
- Measuring Tape

Note: Patrons must bring fabric, elastic, zippers, etc.

3D Printer (Flashforge Adventure 3 Pro)

1.75mm (approximately 0.07 in) Filament

Size of 3D *Filament* Rolls: Not all rolls of filament will fit into the side of the 3D printer. Unfortunately, there is no way to order specific sized rolls of filament, only the size of the filament strand. If you receive a roll of filament that does not fit, you can place the reel in a box next to the Flash Forge while in use to keep it from rolling off the desk.

Spiral Binder Print Finish S25A

Plastic coils 6mm to 8mm

Vevor Multifunctional Digital Heat Press

Madison County Library System's Makerspace Agreement and Waiver

By signing this agreement and waiver, I agree to comply with the terms of the policies and procedures and any fees associated with using the Makerspace set by MCLS. You also agree to not hold MCLS liable for injuries you may receive while using makerspace equipment.

Print Name

Signature

Parent or Legal Guardians' Signature
(if under 18)

Date

Phone number

Email