

MakerSpace Policy

The MakerSpace is provided as a community resource to allow people to engage with technology, improve their digital skills, and be creative.

Rules for Use

Patrons must have an active Library Card in order to use any of the MakerSpace equipment. Exceptions may be granted for programs led by library staff, at the discretion of the Library Director or his/her assignee.

Patrons must sign a Library MakerSpace Use and Release Agreement before using any MakerSpace equipment.

Patrons must complete the required training for any piece of equipment before using or reserving the equipment. Training requirements are unique to each piece of equipment and can be found on the library's website.

Patrons must be 18 years old to use the equipment without supervision. Patrons age 12-17 may use the equipment after completing the training requirements but must be supervised at all times by an adult who has also completed the training. Patrons age 6-12 may accompany a trained adult in order to participate in an educational or creative activity involving the equipment, but cannot use the equipment themselves. Patrons under the age of 6 are not allowed in the MakerSpace area. Exceptions may be granted for programs led by library staff, at the discretion of the Library Director or his/her assignee.

Reservations

Patrons must have a reservation in order to use a piece of equipment.

Reservations may be for a maximum of 3 hours at a time. Extensions on reservation times will be allowed if there are no other scheduled reservations at that time.

Up to three active reservations may be held at any one time.

Reservations should be made online using the library's equipment scheduling software.

[Patrons must check in at the Service Desk when they arrive for their reservation.](#)

Safety and Responsibility

Patrons using the MakerSpace agree to use the equipment in a safe way, and only after receiving the required training.

Patrons must report accidents and/or equipment damage immediately. Patrons will immediately discontinue use of any equipment that becomes unsafe or in a state of disrepair.

Following use, all equipment should be in the same condition as it was when the patron began using it. Normal wear and tear is expected. However, patrons agree to pay for the loss of or damage to any items that are lost or damaged due to misuse of the equipment. The cost for the loss or damage will be based on actual costs for repair or replacement, including any parts and labor.

Patrons acknowledge the inherent risks in the use of the MakerSpace equipment and that their voluntary participation in using such equipment may result in injury or damage to themselves or their personal property. Patrons fully assume these risks and release the Norfolk Public Library and the City of Norfolk from any liability.