

Ravenna Public Library Makerspace

Mission Statement: The Makerspace at the Ravenna Public Library is a place for community members to make, learn, explore and share new ideas while using high tech or no tech tools which library patrons may not otherwise have access to.

Patron Requirements

1. Makers must hold a RPL card in good standing. *Maker will now be referred to as “Patron”
2. Patrons must complete a waiver and any required machine specific training before using or reserving makerspace equipment.
3. Patrons age 14-17 may use the makerspace alone, after having a parent or guardian sign a waiver with them.
4. Patrons age 8 – 13 may use the makerspace if supervised by a trained parent or guardian at all times.
5. Patrons must be at least 8 years old to be in makerspace areas. Exceptions may occur in cases of library staff-led programming specifically developed for younger patrons.

Patron Reservations

1. Patrons can make reservations in person or over the phone.
2. Patrons are limited to one reservation per device, per day, up to two hours per reservation.
3. Reservations are held for 15 minutes. If you fail to show up, a walk-in can claim that reservation time slot.
4. Walk-ins are welcome at a first come, first serve basis. Advance reservations take priority.

Safety

1. Every Patron must complete the safety and operational training for each device including CoralDraw design software, in the Makerspace. You must sign up for individual device training. Library staff will guide you through equipment specific, hands-on safety, operational and design software training. Patrons will be required to watch a few training videos and answer questions before being able to use or reserve a device.
2. You may know how to use a tool and have undergone training in another makerspace, workplace or at home. Training completed elsewhere does not count as training at RPL.
3. Headphones, ear buds and cell phone use is prohibited while operating machinery. It is not safe to work with dangling cords and without proper hearing ability.
4. Do not work in an altered state that could affect your safety and others around you.
5. Familiarize yourself with emergency procedures. Know where all safety exits are. Know where fire extinguishers are kept.
6. The Library will provide all safety equipment you will need to safely operate each device.
7. Patrons agree to report any accident or incident that occurs on RPL makerspace areas to a staff member. Failure to report an accident or incident may lead to loss of Makerspace/library privileges.
8. Patrons agree that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify the RPL staff.
9. Shut off and unplug items when you are finished using them. Let hot items cool first.

Clean Environment

1. It is everyone's job to keep the makerspace clean and orderly. Devices should be cleaned, all debris should be removed and disposed of appropriately.
2. Tools and equipment should be put away before leaving the area.
3. RPL is not a storage facility. Please take your projects with you when you are finished with your reserved time.
4. All devices used in the Makerspace are to be returned in the same condition as they were issued, normal wear and tear excepted. Patron agrees to pay for the loss of or damage to any items and further agrees to accept the Library Staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total. This restitution amount could be equal as much as replacement cost of the item.

Computer Use Policies

1. Patrons agree to abide by RPL computer policies while using Makerspace computers.
2. Be courteous to other library patrons and other Makerspace users.
3. Accept responsibility for the security of information they give on the web, such as personal information and credit card numbers.
4. Never modify any hardware or software on the Makerspace computers.
5. When creating digital content with the library's equipment, please remember to bring your own storage devices (flash drive), purchase one at the circulation desk, or store your work via an online cloud service. The library's computers do not store individual work or projects. The library is not responsible for lost or deleted information.

Makerspace Legality

1. All Makerspace devices shall be used only for lawful purposes. No one will be permitted to use Makerspace devices to create material that is:
 - Prohibited by local, state or federal law.
 - Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
 - In violation of another's intellectual property rights. For example, using devices to replicate someone else's designs or articles of manufacture may infringe the copyright, patent or trademark protection.
 - Deemed to be offensive or inappropriate in a public setting, as determined by staff.
 - RPL is not responsible if a project is destroyed, does not print/burn/ cut correctly, or does not work. Patron is required to pay for successful or failed projects when using library consumables.
 - The patron understands that RPL is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied by RPL.
 - Patron is required to pay for any consumables used successfully or not.