

Davenport Public Library Makerspace Policy

The Davenport Public Library's mission is to connect a diverse community to resources that inform, enrich, educate, and entertain. The Library has created a Makerspace, which is a place in which people with shared interests, especially in computing or technology, can gather to work on projects while sharing ideas, equipment and knowledge. The Library Makerspace is designed to encourage individuals to innovate, explore their creativity and ingenuity, and to collaborate with and inspire others.

The following policies and waiver outline general usage guidelines, as well as expectations to ensure a safe workspace.

1. Makers must read all policies and sign the *Makerspace Waiver and Release of Liability*. The Library reserves the right to halt, delete, or otherwise disallow the creation of items that violate Makerspace or library policies.
2. Anyone under 18 must have a parent or guardian sign the Makerspace waiver. Anyone under 11 must have an adult present during use of the Makerspace.
3. Makers agree to follow safety protocols and all instructions including those from library staff and equipment manuals. Some equipment may require training from a staff member.
4. The Makerspace has basic equipment and limited supplies. Makers may bring in additional supplies or materials. Materials that are to be used with Makerspace equipment must be approved by a staff member.
5. All equipment is free to use. Some supplies have fees associated; see library staff for current schedule.
6. The Makerspace may be used only for lawful purposes. Makers will not be authorized to use equipment in the Makerspace to create items that are:
 - a. Prohibited by local, state or federal law.
 - b. Harmful or pose an immediate threat to others, including but not limited to weapons or weapon parts.
 - c. Obscene or discriminatory.
 - d. In violation of another's intellectual property rights. The equipment may not be used to reproduce material that is subject to copyright, patent, or trademark protection. U.S. Copyright Law (Title 17, U.S. Code) governs the making of copies or other reproductions of copyrighted material. The person(s) using Davenport Public Library's Makerspace equipment is responsible for any infringement of U.S. Copyright Law.
7. Makerspace equipment may not be left unattended while it is in use. Library equipment cannot be removed from the Makerspace area.

8. If equipment breaks, please alert staff immediately. Makers may be responsible for replacement costs for damage to equipment or the physical space incurred due to negligent usage or intentional misuse.
9. The Library is not responsible for damage to or loss of a maker's files, storage devices or projects.
10. Food and drinks are not permitted in the Makerspace unless provided as part of a library-sponsored event or program.
11. The Library reserves the right to refuse a patron's request to visit the Makerspace as well as suspend or ban a patron from the Makerspace or library building.
12. Some Makerspace equipment is for staff use only. Other equipment may require an orientation before a maker may use it. An orientation session will be conducted by library staff upon a maker's first visit. For subsequent visits, makers may request training from staff, if needed, when making an appointment.
13. Reservations for the Makerspace may be made at the Public Service Desk, by calling 563-326-7832, or by visiting the library's website at www.davenportlibrary.com. Check in at the Public Service Desk on the day of reservation.
14. Permission to use the Makerspace, or materials created within it, does not imply support of the maker's opinions or views by the Library Board of Trustees, library staff, or the City of Davenport.
15. Time limits may be in place due to demand and availability. Makers should let staff know if they need accommodation.

Policy adopted by the Library Board of Trustees: 9/20/22

I acknowledge that by signing this agreement I agree to use the facilities, tools, and materials in a safe way, and to alert fellow Makerspace users and library staff when facilities, tools and materials are being used in a way that could cause harm to themselves or others.

Print Name

Date

Signature

Parent/Guardian Print Name

Date

Parent/Guardian Signature

Davenport Public Library Makerspace Waiver and Release of Liability

Assumption of Risk and Release

I agree that I am voluntarily participating in the Makerspace with knowledge of the risks of doing so, such as the risks of injury or property damage from the use of potentially dangerous tools or materials. I release Davenport Public Library and the City of Davenport from all liability, claims, damage, or demands arising from or related to my participation in the Makerspace.

Acknowledgement

I acknowledge that I have read this Agreement and understand that it includes an assumption of the risk and a release of liability.

Print Name

Date

Signature

Phone

Email

Parent/Guardian Print Name

Date

Parent/Guardian Signature

Phone

Email

3D Printer Policy

Davenport Public Library maintains a 3D printer to print files requested by patrons.

1. Only designated library staff will have access to the 3D printer.
2. Makers must design, scan, image, create or download their own models for use on the 3D Printer. Appointments can be made with library staff for assistance.
3. Makers should bring in non-rendered .stl files to print. Makers can submit 3D models to print by using the 3D Printing Submission Form.
4. Makers may preview the file in Cura themselves by downloading the free software from the following website: <https://ultimaker.com/software/ultimaker-cura>. The Library will render all files in Cura software before printing.
5. The Library reserves the right to schedule only one print per week per person or entity.
6. File print times are estimated; the Library cannot guarantee print times.
7. Typically, a model will be printed within 72 hours. However, long print queues and breakdowns do happen and therefore the Library cannot guarantee completion times.
8. The Library does not guarantee a successful print. Unless the print fails to finish, the cost of the completed print, regardless of quality, will still be charged.
9. If a print fails, it may be attempted up to two more times.
10. Items may be picked up by the individual who requested the printed item or a designee.
11. Items that are not picked up after two weeks (14 days) will become property of the Library.

Policy adopted by the Library Board of Trustees: 9/20/22

Davenport Public Library Makerspace Fees

(effective 9/20/22)

Item	Cost
Buttons	25 cents per button
3D Print	10 cents per gram
Heat Transfer Vinyl	\$2.25 per 6" x 6" sheet
Permanent Vinyl	\$1.25 per 6"x6" sheet
Adhesive Vinyl	\$1.25 per 6"x6" sheet
Infusible Ink	\$3.25 per 12"x12" sheet
Cardstock	25 cents per 8.5" x 11" sheet
Sublimation Paper	25 cents per 8.5" x 11" sheet
Mugs	\$4.00
Large Format Printing	\$2 per square foot

*Prices subject to change