

## MAKER LAB POLICY

The East Islip Public Library (EIPL) Maker Lab is an innovative, creative space that provides library patrons with equipment and software to create personal projects, learn new skills, and explore their interests. The following policies and procedures govern the use of the Maker Lab.

- Use of the Maker Lab is reserved for EIPL patrons with a library card in good standing.
- Appointments to use the equipment are recommended. Drop-in visits are allowed but are subject to staff availability, appointments, and scheduled programs.
- Staff will operate the equipment in the Maker Lab unless otherwise instructed.
- Follow all safety guidelines and exercise caution with all Maker Lab equipment.
- The Maker Lab closes 20 minutes before the library closes.
- The Maker Lab is for everyone; however, patrons under the age of 11 must have a parent or guardian present who will be responsible for that child.
- Food and drink are not permitted in the Maker Lab.
- The library seeks to recoup material costs by charging fees based on material and machine maintenance costs. These fees are subject to change. Please consult the *Maker Lab Fee Schedule*.
- The Maker Lab promotes creativity, innovation, and technology education for the community. The Library does not have the resources to work on large projects. Patrons are limited to the following:
  - Patrons are limited to 2 staff sessions per week and 4 sessions per month.
  - Patrons are limited to 4 3D prints and 12 printed Cricut items per month.
  - Patrons are limited to 50 printed Cricut items per year.
  - Exceptions can be made for educational or community projects.
- Only Library-approved materials may be used with Maker Lab equipment.
- The Makers Lab may only be used for lawful purposes. The public is prohibited from using the Maker Lab 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, such as material subject to copyright, patent, or trademark protection.
- EIPL is not responsible for any damaged material or media belonging to members utilizing the Maker Lab equipment or facilities.
- If a completed is not picked up, it may be subject to discard after fourteen (14) days of completion.
- Equipment issues or accidents should be reported to library staff immediately.