



MAKERSPACE POLICY and WAIVER Community Agreement for Use

Privacy

No listing of library patrons, their addresses, telephone numbers, email addresses or other contact information is provided to any person or organization, except as may be required by a warrant, subpoena, law enforcement or court command, or as otherwise required by law. View the full Privacy & Confidentiality Policy at <https://valleyofthetonslibrary.org/library-policies/>.

Safety and Access

Patrons intending to use Valley of the Tetons Library (VTL) Makerspace and its resources must first read and sign the Makerspace Policy and Waiver: Community Agreement for Use. The Makerspace and its resources may not be used by any individual without prior authorization from the Library.

Makerspace resources are available at no charge. Use of the Makerspace and its resources under these terms is entirely optional and voluntary. Certain areas and resources in Makerspace are reservable, please view the Reservations Policy for complete information.

Patrons under the age of 18

Valley of the Tetons Library, including Makerspace, does not serve as a daycare and librarians cannot be expected to act in place of parents or caregivers.

All patrons of the Makerspace under the age of 18 must have a parent/legal guardian sign the Community Agreement for Use and waiver **in person**, with both child and parent/legal guardian, at the Makerspace.

Children, referring to patrons under 18, are encouraged to use the library's resources and services, enjoy the library as a place of study and inquiry, and participate in the library's programs. Parents, guardians, and caregivers are encouraged to use the library with their children and are responsible for the behavior of the children in their care, whether or not they are present. **The library does not act in place of parents or caregivers.** The library is not responsible for the safety or security of unattended children.

If a child, or any patron, is unable to leave the library unattended they should not be in the library alone. Patrons requiring care, including children, must have the phone number of a

parent/caregiver that may be contacted in case of emergency, due to an unscheduled library closure, or as a consequence of violating library policy.

Any child unable to travel alone must be picked up before closing. If the library is closed and no caregiver is present, library staff will attempt to identify and locate the parents, guardians, or caregivers. If no one can be contacted, library staff will call the local Sheriff's Office.

Training and Approval for Independent Use

Independent use of Makerspace equipment, tools, and other resources is prohibited without prior authorization by staff. Users are required to complete VTL Equipment Use and Safety Training (in-person or video) prior to authorization for independent use of some Makerspace resources. Regardless of having undergone training, library staff have the sole discretion to determine whether an individual may operate equipment independently without supervision. Library staff do not count as supervision for children under 18. The user understands that regardless of training provided by the Library, it is their responsibility to understand the proper methods for safely using the equipment, tools, technology, and other resources they elect to use. The user warrants that they are capable of using the equipment, tools, technology, and other resources that they choose to use in the manner for which it was intended.

Prohibited Uses

The Makerspace and its resources may not be used to create or manipulate objects that are prohibited by local, state, or federal law; that are unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others; or which infringes upon a patent, trademark, trade secret, copyright, other proprietary rights of any party, and any toxic fumes.

Personal Property of Users

The patron understands that the Library is not responsible for any personal property that is lost, stolen or damaged within the Makerspace or library branches. Projects and creations made by patrons at the Makerspace are personal property and solely the responsibility of the patron. Projects created by patrons at the Makerspace must be taken home. The Library is not liable or in any way responsible for items created within the Makerspace. This includes but is not limited to a patron's project or creation that does not result or operate as expected, has defects, or is destroyed - no matter the cause. Patrons understand that the Library is not responsible for any manufacturing defects, staff errors, or the quality of workmanship produced by Makerspace resources.

Users permit marketing and public relations material that might contain their image according to the VTL Filming and Photography Policy.

Responsible Use of Makerspace and its Resources

Users agree to clean up after themselves after using the space and to leave all Makerspace resources in the same working order as at the start of the user's utilization of the particular equipment, tools, technology or other resources. Users will notify library staff immediately of any issues or problems that arise with any of the equipment, tools, technology or other resources.

Food and beverages are prohibited unless approved by staff.

Group Visits

Makerspace welcomes group visits within the following parameters: 1:10 adult to child ratio, maximum group size 30, including adults and children, up to 2 hours, reserved a minimum of two weeks in advance. Contact j.briggs@votlib.org or 208-354-6388 to schedule.

Group leaders are responsible for reviewing the Makerspace policy with all students and adults that will be part of the visit, signing the community agreement, and monitoring group activities.

Makerspace as an intentional project space, emphasizing the design process with a purpose. Makerspace is a free creative environment, having engaged students and teachers greatly contributes to its purpose. To ensure a meaningful and productive visit, students and teachers/chaperones accompanying the students should come prepared with some design ideas. We kindly ask that you communicate to the group the importance of using their time wisely and focusing on their design projects.

Violation of VTL's Makerspace Policy or other library policies may result in:

- The patron being asked to review the Makerspace or Behavior Policies or portions thereof.
- Up to three verbal warnings.
- Parent/caregiver/guardian being contacted.
- Temporary loss of certain library privileges, including but not limited to:
 - Being asked to leave for the remainder of the day.
 - Access to an individual space/branch/activity for a length of time to be determined by VTL.
 - Access to all VTL spaces for a length of time to be determined by VTL.
 - Account services.
- Supervision required from a parent/guardian/chaperone in order to be in VTL spaces.
- Permanent loss of library privileges.
- VTL staff contacting the local Sheriff's Office.

Agreement

Users of the Makerspace shall abide by this Community Agreement and all policies adopted by the Library to ensure the safe and equitable use of the library spaces.

I have read and agree to uphold the Makerspace Community Agreement.

Patron/Group Leader Name Date

Signature of Patron/Parent/Legal Guardian/Group Leader Date

Print Name of Parent/Legal Guardian (please print clearly)

Home Phone:

Patron/Parent/Legal Guardian Other Phone:

Patron/Parent/Guardian/Group Leader Email: