



## Maker Studio Policy

Adopted: 5/26/2021

**Introduction:** The Library makes certain items of equipment available for community use, including the specialized machines available in the Maker Studio. This equipment is reservable to members with a SWAN Library card. Brookfield members will receive first priority for using the equipment and for the mandatory training in its use.

**Terms:** On completion of the mandatory training provided by the Library, equipment is used at the sole risk of the Library member. Members are responsible to read and abide by all manufacturer's recommendations, warnings, and instructions for use.

At the end of the period of usage, equipment must be returned in its starting state, intact, clean, and in working order, along with all accessory items, parts, manuals, packaging and other materials provided when the item was in use. Equipment left inoperable, unclean, or missing parts or packaging will be assessed fees as deemed reasonable by the Library. In case of damage, members agree to pay the reasonable repair or replacement cost of the item. Issues, accidents, or injuries must be reported immediately to staff.

### Use and Restrictions:

1. Members must be 12 years of age or older to use the Maker Studio without a parent or caregiver present. Those under the age of 12 must be accompanied and monitored at all times by a parent or caregiver.
2. The Library reserves the right to refuse production of any content at any time at the discretion of Maker Studio staff. Members will not be permitted to operate equipment in a way that would produce:
  - a. Content or objects prohibited by local, state, or federal law.
  - b. Content or objects that are unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
  - c. Weapons and/or weapon parts.
  - d. Content protected by intellectual property laws which the member does not have legal permission to use.
3. It is the responsibility of the member to know which intellectual property laws, if any, apply to their intended creation or design when using Maker Studio equipment.
4. Members will adhere to the Library's Standards of Public Conduct and Maker Studio policies. The Library reserves the right to terminate Maker Studio privileges of any person in violation of these policies.
5. The copyright law of the United States (Title 17, U.S. Code) governs the making of copies or other reproductions of copyrighted material. The person using Maker Studio equipment is liable for any infringement. By submitting content or objects, the member agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to patented,

trademarked, or copyrighted materials.

Members must sign the below liability waiver. Members under the age of 18 must have their parent or guardian sign the liability waiver in person at the Library.

**Liability Waiver:** In consideration of my or my child's use of the equipment owned by the Library in the Maker Studio, I hereby hold the Library harmless from any loss, damage or injury to persons or property arising from the equipment. In no event shall the Library be liable to me for indirect, consequential or special damages, including without limitation, lost use, revenue or profits.

I agree to indemnify and hold the Library and its employees, officers, and agents harmless from and against all liabilities for all injuries or damage to any property occurring or arising from or connected with, directly or indirectly, my possession, use and return of the equipment.

I am using the equipment "as-is". I acknowledge that before use, I will examine the equipment and that its condition is acceptable, and if I find it to be unacceptable, I will inform the Library before proceeding with use. I agree to keep and maintain the equipment in good condition, use it in a careful and proper manner, and to comply with all manufacturer recommendations, applicable laws and regulations.

I acknowledge that I have participated in the mandatory Library-provided training for this equipment, and consider myself proficient in its basic use. I agree to refrain from using the equipment in a manner inconsistent with its intended design and purpose.

I have read and understand the Maker Studio Policy and agree to adhere to the terms and conditions contained therein.

\_\_\_\_\_  
Print Name (First & Last)      Library Card Number      Additional Identification Provided

\_\_\_\_\_  
Address      City      Zip Code

\_\_\_\_\_  
Telephone      E-mail Address

\_\_\_\_\_  
Member Signature      Staff Signature