

WAUKESHA PUBLIC LIBRARY

POLICY: **STUDIO 321 Policy**

Number: B-6

Approved by Library Board: 12/14/23

Page: 1 of 2

The Waukesha Public Library extends its commitment to enrich, empower and engage all in our community by providing access to various makerspace equipment, tools, and materials in Studio 321. This area is a collaborative space designed for public and internal use for all ages regardless of abilities and interests.

Users of the makerspace under age 11 must be supervised by a parent or guardian at all times to ensure responsible use of the facility. Makers may use the space during designated open studio times, which may change based on staffing and community needs. Studio 321 will not be open for public use during library programs in the makerspace or 30 minutes prior to closing.

Library staff will be available for basic assistance while the space is open for use.

General Conditions of Use

Maintaining a clean and safe space is our top priority. Proper use of the space, materials and equipment allows everyone to enjoy the makerspace and encourages future use. Makers may lose access to equipment or Studio 321 if they damage equipment or the space, do not follow safe practices, or cause damage to another maker's work.

- All use of Studio 321 must comply with the Library's Code of Conduct.
- All Makers must respect the intellectual property of others and U.S. Copyright laws and cannot create anything for commercial, business, or resale purposes.
- Users may not create anything unlawful, dangerous, obscene, offensive, or inappropriate for the library environment, including weapons or drug paraphernalia.
- The Library reserves the right to view all design files for equipment use to estimate print time and ensure adherence to policy. The Library reserves the right to refuse any machine use request.
- No running, startling, interrupting, or unacceptable behavior toward other Makers will be permitted in Studio 321. Be mindful and respectful of yourself and those around you when working in the makerspace.

- Food is not permitted in Studio 321. Covered drinks will be allowed in designated areas.
- All Makers are required to clean their space and put equipment and supplies away when they are finished using them.
- Makers are required to use tools as instructed, and only for their intended purpose. Heating equipment needs to be cooled completely before putting it away.
- Makers must wear proper safety gear and clothing as needed with equipment, tools, and supplies.
- Makers are responsible for their own projects and the safe use of materials and equipment. The Library is not responsible for failed prints/cuts/projects on any of our equipment. Makers are encouraged to continue until they get their desired results.

Equipment and Materials

Studio 321 is equipped with tools, specialized equipment, and consumable materials. Equipment is available to the community at no charge.

Training is required for specialized equipment and takes place in registered classes or one-on-one sessions with the Makerspace Coordinator or other designated Library personnel. Once training has successfully been completed, the user will be assigned a Badge for that piece of equipment.

Equipment may be reserved for use by Badged makers during open studio hours, and will otherwise be first come, first serve. Equipment reservations longer than two hours must be approved by the Makerspace Coordinator and may be rescheduled due to demand and time. If a maker is more than 30 minutes late to an appointment, that reservation will be canceled.

The Library may require Makers to supply their own materials for large or costly projects. Materials are limited to what the Library has purchased or received as a donation. Most materials are available at no cost unless otherwise indicated. Makers wanting to use personal supplies with equipment must have it preapproved in advance by the Makerspace Coordinator or other designated Library Staff. The Library reserves the right to charge for consumable supplies used in Studio 321.