

1. POLICY OBJECTIVE

Ajax Public Library Makerspace provides access to new and emerging technologies. This policy establishes the acceptable use of the Library's Makerspace equipment by its customers in collaboration with Library Staff.

The objective of this policy is to establish procedures for the safe use of the Makerspace by public and staff. Violation of this policy may result in temporary revoking of user access and/or leading up to suspension of Makerspace access. Any authorized user may also be held personally liable for damages caused by any violations of this policy.

2. SCOPE

This policy applies to:

- 2.1. All customers of the Ajax Public Library
- 2.2. All Ajax Public Library Employees

3. DEFINITIONS

- 3.1. **Authorized User:** A person who has been granted permission to use the Makerspace equipment, either through staff approval or certification.
- 3.2. **Children:** All persons who are nine (9) years of age and under.
- 3.3. **Caregiver:** Parents, guardians, older siblings, relatives who are directly responsible for the care and well-being of a child nine (9) years of age and under while in the Ajax Public Library. In alignment with the Town of Ajax, the Library defines a competent caregiver as an individual aged fourteen (14) years or older to whom the parent/guardian has given responsibility for the care of the child.
- 3.4. **Equipment:** The hardware offerings of the Makerspace. Examples include an embroidery machine, vinyl cutters, laser cutters, soldering tools, and musical equipment.
- 3.5. **Maker:** someone who makes something. A customer of the Makerspace.
- 3.6. **Makerspace:** A Makerspace is a place where people can come together to learn about technology, crafting, and other kinds of making. It is a place to share knowledge and skills with others and apply those skills to creating things.
- 3.7. **PPE (Personal Protective Equipment):** Includes any safety equipment or clothing deemed to keep a person safe by reducing the risk of injury when using the Makerspace equipment. This includes, but is not limited to, hand and eye protection. The Library also employs environmental controls to encourage safety.
- 3.8. **The Booth:** The portion of the Makerspace dedicated for digital media, such as musical instruments, recording and video/photography equipment.

4. ROLES AND RESPONSIBILITIES

Safety is a priority and at the forefront of Makerspace use procedures. Safety is everyone's responsibility. Violation of these rules may result in suspension of Makerspace and/or Library privileges up to and including banning from Library property, in accordance with the Ajax Public Library Acceptable Behaviour Policy.

- 4.1. All established and existing policies and procedures of the Library must be followed.
- 4.2. Makerspace equipment is available for use to Ajax Public Library customers who meet the following requirements:
 - 4.2.1. Ajax Public Library card in good standing.
 - 4.2.2. 14 years of age and older. Users under the age of 14 must be accompanied by a caregiver at all times where the caregiver is considered the main user.
 - 4.2.3. Completed waiver.
- 4.3. Priority of the Makerspace environment is for the creation of maker projects, however if availability exists, the room can be used for other opportunities.
- 4.4. Food is not permitted in the Makerspace. Drinks with lids are permitted, but not in direct proximity of the equipment.
- 4.5. All equipment in the Makerspace has age limitations for use that must be observed. Children are not permitted to operate the Makerspace equipment, unless accompanied by a Caregiver who maintains control and access to the equipment. The Library card will be used to determine the makers age.
- 4.6. Some Makerspace equipment may only be operated by trained Library Staff. This equipment will be clearly marked, and staff will support the creation of projects within the parameters of this document. A signed waiver and participation in a training session will be required before using that hardware.
- 4.7. All necessary maker supplies will be provided or available for purchase within the Makerspace on a cost recovery pricing model. Makers can bring their own supplies, however they must be approved by a Staff member prior to being used. The Staff members assessment is final An appeal of this decision can be made to the Coordinator of Technology Services (or their designate) and will be reviewed within three business days.
- 4.8. All technology resources, software, and technology infrastructure are considered the property of the Town of Ajax and/or Ajax Public Library.
- 4.9. All accidents (including minor injuries or near misses) and all hazardous conditions or activities must be reported immediately to Staff and an Incident Report Form must be filled out.

- 4.10. All relevant environmental controls and safety equipment must be utilized when operating equipment, and any required environmental safety controls (ex. Shields, etc.) must be in place.
- 4.11. All Makerspace equipment must remain in the Makerspace and is not available for loan or to be removed from the space without approval of the Coordinator of Technology or their designate.
- 4.12. For Makerspace equipment customers may use independently, they must consult Staff for assistance if they are unsure how to safely operate the equipment.
- 4.13. Customers are not to attempt to perform repairs of any kind on the Makerspace equipment. All damaged or defective equipment must be reported immediately to Staff.
- 4.14. Only one (1) person may operate the same piece of equipment at a time. Capacity on the media equipment (in "The Booth") is limited to 10 people at a time. The individual who reserves The Booth is considered the primary user and is responsible for any damage or misuse regardless of number of people using the space.
- 4.15. The Library's Makerspace equipment may be used only for lawful purposes. Users will not be permitted to use the Library's Makerspace equipment to create material that:
 - 4.15.1.1. Is Prohibited by Provincial or Federal Law.
 - 4.15.1.2. Is unsafe, harmful, dangerous, or poses an immediate threat to others.
 - 4.15.1.3. Is considered obscene or otherwise inappropriate for the Library environment.
 - 4.15.1.4. Violates intellectual property rights; for example, the equipment cannot be used to reproduce materials that are subject to copyright, patent, or trademark protection.
 - 4.15.1.5. Promotes discrimination or hatred for any group or person on the basis of, but not limited to: race, ethnic origin, place of origin, citizenship, colour, ancestry, language, creed/religion, age, gender, gender identity, gender expression, marital status, family status, sexual orientation, disability, and socioeconomic status.
- 4.16. Permission to use equipment and materials, does not imply endorsement by the Library of the aims, policies, or activities of any group or individual.
- 4.17. The Library reserves the right to terminate a task or job at any point if it violates any point in 4.15.
- 4.18. The Library shall not be held responsible or liable for any material created using Library owned equipment.
- 4.19. In submitting digital files for creation, the customer agrees to assume all responsibility for, and shall hold the Library harmless in, all matters related to patented, trademarked, or copyrighted materials.

5. RELATED INFORMATION

- 5.1. Acceptable Behaviour Policy (LIB-AP-089)
- 5.2. Information Technology Use Policy 082 (Town of Ajax)