MAKERSPACE

Policy Type: Operational   **Policy Number:** OP23   **Reviewed**: June 12, 2025

1. Overview

The Stouffville Library has adopted this Makerspace Usage Policy to provide a space that fosters creativity and learning while ensuring patron safety and compliance with the *Canadian Copyright Act* and other applicable laws.

Patrons can use the Makerspace through instructor-led programs and through Open Hours, which are dedicated drop-in times when patrons can use creative technologies independently or with assistance from staff members. Library patrons are expected to follow all Library policies in the Makerspace, including the *Internet Services Policy* and the *Rules of Conduct*.

2. Policy

The Library's Makerspace is a safe, positive environment that is conducive to learning, maker programming, and self-discovery with creative technologies. The Makerspace is available to patrons who:

- Have a valid Stouffville Library Card, and
- Are 13 years of age or older, unless attending a program designated for ages 12 and under or accompanied by an attentive parent or guardian. Children under 13 must be accompanied and actively supervised by a parent or guardian at all times unless participating in a staff-led program.

The Library is committed to equitable access. Patrons requiring accommodations (e.g., mobility, sensory, or language-related) are encouraged to contact staff in advance of using the Makerspace.

Library staff reserve the right to interrupt or end a session if the activity is deemed unsafe, inappropriate, or disruptive.

The Library is not responsible for lost data, damaged personal materials, or failed projects. Users are encouraged to save files externally and test small projects before full execution.

Violations of this policy may result in expulsion from the Library, loss of Library privileges, cost recovery charges, and/or prosecution under the *Trespass to Property Act* or the *Criminal Code*.

3.0 Conduct in the Makerspace

a) Due to the risk of equipment damage, food is not permitted in the Makerspace. Spill proof drink containers may be used in the Makerspace.

b) Makerspace staff are available for general assistance with projects and equipment during Open Hours. Patrons seeking computer training or more extensive software or hardware learning are encouraged to utilize the Library's drop-in and registered programs, or to utilize the Library's online database, LinkedIn Learning, for self-guided study.

c) Patrons are responsible for their own safe usage of Makerspace equipment and following the guidance of staff for appropriate usage. The Library provides safety supplies and instructions where necessary to use the equipment and technology.

d) Makerspace computers are available for digital maker projects only and are not available for general computer use such as emailing, social media, browsing, etc.

e) The Makerspace may be used for lawful purposes only and cannot be used to create content that is:

      o Prohibited by provincial or federal law.

      o Unsafe, harmful, dangerous or poses an immediate threat to the wellbeing of others

      o A weapon (including props, accessories, or toys)

      o Obscene or otherwise inappropriate for the Library environment

      o In violation of another's intellectual property rights; for example, the 3D printers may not be used to reproduce materials subject to copyright, patent or trademark protection

f) Patrons are responsible for the costs of any repairs or replacements of equipment that is damaged because of improper or destructive usage.

4.0 Guidelines for Major Equipment Usage

4.1 Patron-created Digital Files

Patrons must save the digital files created in the Makerspace on their own external memory device, such as a USB stick. USB sticks are available for purchase at the Library's service desks. To ensure patron privacy and maintain available computer memory, any files saved to Makerspace computers are deleted on a regular basis without notice.

4.2 Cutting Plotters (Computer-Controlled Cutting Machine)

For cutting plotter usage during Open Hours, patrons are expected to provide their own materials, including vinyl, cardstock, Infusible Ink and/or transfer tape, as well as blanks for transfer; for example, T-shirts for iron-on designs. The Library maintains a minimal stock of basic supplies that may be purchased for one-off creations if quantities allow. Limited quantities of material offcuts or scrap material, such as sticker vinyl, are available at no cost for practice or smaller projects.

The Library provides the cutting plotter, mats, tools, and a heat press for patron usage.

For registered programs, all materials are provided to complete a project per the program description as part of the program fee.

4.3 Sewing Machines

For sewing machine usage during Open Hours, patrons are expected to provide their own fabric and thread. Bobbins and needles are available for purchase if needed. Limited supplies of scrap fabric may be available for practice or smaller projects.

For registered programs taking place in the Makerspace, all sewing project materials are provided to complete a project per the program description as part of the program fee.

4.4 Recording Studio

The Recording Studio is available for patron usage either via reservation or on a drop-in basis. Patrons are encouraged to reserve a recording time to ensure availability during their preferred times; however, if the Studio is unused during Open Hours, it can be used on a drop-in basis. An orientation session must be completed prior to patrons using the Studio independently. The session will be recorded on the patron's Library Card record to allow future bookings.

Orientation sessions can be booked through Makerspace staff via email or phone.

Following completion of an orientation session, Studio bookings can be made at either

service desk in the Library or by contacting Makerspace staff via email.

The Studio may be used for any louder than typical Library activity, including but not limited to, music practice and as a private space for calls. Patrons seeking space for a private call can be allowed to use the space without first completing an orientation session.

4.5 3D Printers

A 3D printer and slicing software can be used with assistance from Makerspace staff during Open Hours if the equipment is not in use. Due to the volume of 3D Printing from programs and file submissions, the 3D printer may not be available for hands-on usage during Open Hours.

3D files can be submitted for printing in STL format via the Library's website. The Library reserves the right to charge the patrons Library account for the cost of a completed 3D print. The Library will hold a completed print for 30 days (about 4 and a half weeks) from the date of completion, it is the patron's responsibility to pick up the print within this timeline. The patron will be responsible for paying for a print even if they do not pick it up.

Due to the variable chemical makeup of 3D printing filaments, patrons must use a Library-supplied PLA filament.

The Library is not responsible for the structural integrity or accuracy of any 3D prints created in the Makerspace. All filament used in the Makerspace is PLA, used for Models and non-functional prototypes. PLA is not recommended for structural tasks, such as wall-mounted supports or exposure to heat or high wear. The Library maintains no liability for damages to persons or property caused by usage of 3D printed objects.

For registered programs, all materials are provided to complete a 3D printed object per the program description as part of the program fee.

Unclaimed 3D prints or project materials will be discarded or repurposed after 30 days.

5.0 Schedule of Fees for Makerspace Supplies

The Makerspace maintains a small stock of materials for programing purposes. Patrons are encouraged to bring in their own materials for all projects except for 3D printing. Staff will allow patrons to purchase equipment specific materials where Library supplies allow or if the materials are not readily available for consumer purchase. Fees for Makerspace supplies will be set by the CEO.