

Willmar Public Library Makerspace Policy

1. Conditions of Use

The Makerspace is available at no charge to all community members with a valid Pioneerland Library System card. To use the Makerspace, all patrons must read and sign the Makerspace Policy, stating that they will abide by the rules and regulations of this policy or risk not being permitted to enter the area. Each time a patron visits the Makerspace thereafter, he or she must register at the Information Desk. Makers must be at least 10 years of age to be in the Makerspace. Library patrons ages 16 and older may use the area without adult supervision. The room is limited to five makers at a time.

Exceptions may occur in cases of library staff led programming.

Open Hours

The Willmar Public Library Makerspace is currently a “pop-up” space, meaning there are no permanent hours. Reservations for available times can be made online at www.willmarpubliclibrary.org, in person at the library, or by calling 320-235-3162.

Patrons may reserve use of equipment in advance after certification (See Section 3). Use is limited to two hours per day per patron, unless prior approval is arranged with the library.

2. General Rules of Usage

- All visitors to the Makerspace must comply with the library’s rules and regulations, including the Code of Behavior, Wireless Access Policy, and Public Internet Access Policy.
- Use of the equipment with staff supervision is free during the open hours. Users are welcome to bring in library staff approved materials for use with the equipment.
- Prior to usage of any Makerspace equipment with or without staff supervision, the patron must be certified by participating in an Equipment Use and Safety Certification Class (Section 3). All projects must be approved by library staff.
- Each patron is responsible for reading and signing the Makerspace Policy, as well as any addendums or changes made to the existing policy.
- The patron will follow all safety procedures and abide by the guidance of the library staff in charge.
- Makerspace items must be returned to the same condition in which they were found.
- The library does not accept responsibility if a project is destroyed, does not work, or if any of the patron’s personal equipment is damaged or destroyed while using any of the library’s equipment.
- All equipment **MUST** stay within the walls of the library. Theft will result in permanent ban from the Makerspace area.
- Any issues or accidents are to be immediately reported to a library staff member.
- Only the library laptops may be connected to the machines.
- The library will not offer refunds for supplies used.
- Food and drinks are **NOT** permitted.

- The Head Librarian reserves the right to refuse a patron's request to visit the Makerspace, as well as suspend or ban a patron from the area.

3. Equipment Use and Safety Certification Class

- In order to use specific equipment/technology or to participate in any project using this equipment, the patron must complete the Equipment Use and Safety Certification Class.
- Any use of materials without certification can result in suspension or permanent ban from the Makerspace.

Makerspace Equipment

- Cricut Maker
 - Includes use of: Rotary blade, fine point blade, scoring stylus, scraper, spatula, weeder, micro-tip scissors, tweezers, portable trimmer, 12x12 standard grip mat, 12x12 light grip mat, 12x12 fabric grip mat, 12x24 standard grip mat, medium tip 1.0 metallic pen set (violet, silver, gold, copper, blue), 0.4 tip black pen
 - Bring your own paper, vinyl, etc. (materials must be library staff approved)
- Laminator
 - Purchase from Library - 8.5 x11 laminating sheets \$0.50 per sheet
- Jewelry Stamping Kit
 - Includes use of: 3 stamping bases, 3 hammers, 2 sets of letter stamps, 1 set of symbol stamps, light
 - Bring your own jewelry piece (materials must be library staff approved)
 - Purchase from library - \$6 bracelet, \$6 keychain, \$9 necklace
- 3D Pen
 - Purchase from library - Filament \$.50 per roll
- Soldering Kit
- Dremel Stylo+
 - Includes use of: 15 accessories for carving, engraving, polishing, and sanding
 - Bring your own leather, wood, glass, stone, metal (materials must be library staff approved)
- Sewing Machine
 - Includes use of: Various notions (needles, thread, pins, bobbins, seam ripper, scissors, measuring tape)
 - Bring your own fabric, elastic, zippers, etc. (materials must be library staff approved)

- Mini Card & Envelope Making Kit
 - Include use of: multi-purpose scoring board, corner & notch punch, & bonefolder
 - Bring your own paper or cardstock
 - Purchase from the library - 12 x 12 sheet of cardstock for \$0.40

- Button Maker
 - Includes use of: 1.25" button maker and circle paper cutter
 - Purchase from the library – \$.08 mylar, shell, and pin back
 - Bring your own (or create & print at the library) – 1.156" Button graphic cut to 1.629" printed on 20-24lb bond copier or printer paper

I have read the Makerspace Policy and agree to comply with the terms and conditions.

- I understand that failure to comply with these rules may result in expulsion and denial of future Makerspace use.
- I understand that the Willmar Public Library, the Pioneerland Library System, the City of Willmar, Kandiyohi County, and all staff and volunteers are not responsible for any loss or damage occurring while on Library premises or arising out of the use of the Makerspace or its environs.
- I understand that I assume responsibility for any damage to the equipment, room, and other contents.
- If I can no longer make my reserved time, I agree to notify the library as far in advance as possible.

Signature: _____ Date: _____