



Uintah County Library Maker/Creative Space Policy

POLICY STATEMENT

The Uintah County Library (UCL) Maker/Creative Space provides open access to technology, tools, and educational opportunities that support creativity, innovation, and lifelong learning. This space encourages collaboration, skill development, and the free expression of ideas while maintaining a safe and welcoming environment for all community members.

1. PROGRAM SAFETY PROCEDURES

1.1. General Safety Requirements

1.1.1. Personal Protective Equipment

- Safety glasses, hearing protection, and dust masks are required when using designated equipment.
- Closed-toe shoes are mandatory in the maker space at all times.
- Library-provided safety gear must be used and returned after each session.

1.1.2. General Safety Rules

- No food or open beverages in the maker space; covered, non-alcoholic drinks permitted.
- Never leave laser cutters, 3D printers, or other heat-generating equipment unattended during operation.
- Report any unsafe behavior or equipment malfunctions to staff immediately.
- Follow all posted safety instructions for individual pieces of equipment.
- Patrons showing signs of impairment (alcohol, drugs, medication) will not be permitted to use the equipment.
- Hair must be secured and pulled back when using machinery.
- Remove any entanglement hazards (e.g., jewelry, lanyards, loose clothing, or dangling items) before operating equipment.

1.1.3. Emergency Procedures

- Shut-off switches are located near each major piece of equipment.
- The first aid kit location is clearly marked and accessible.
- Fire extinguishers specifically rated for electrical fires are available.
- Staff are trained in basic first aid and emergency response protocols.
- Emergency contact information is posted prominently.

1.2. Age-Specific Safety Guidelines

1.2.1. Children under 14:

- Must be accompanied by a parent/guardian (18+) at all times.
- Must have signed parental consent and liability waiver on file.
- Limited to age-appropriate equipment as determined by their parent/guardian.
- May participate in structured programming with proper supervision ratios.

1.2.2. Youth Ages 14-17:

- Must have signed parental consent and liability waiver on file.
- Require completion of safety orientation before independent equipment use.
- Restricted from using certain high-risk equipment (laser cutters, power tools) without direct supervision.

1.2.3. Adults 18+

- Must complete equipment-specific safety training before independent use.
- Sign the liability waiver and acknowledgment of risk form.

2. EQUIPMENT CATEGORIES AND SAFETY CLASSIFICATIONS

Equipment in the Maker/Creative Space is available for use in the following categories. Each category is determined by how much training and supervision is required to use the equipment.

2.1. Low-Risk Equipment (General use after basic orientation) may include, but is not limited to:

- Desktop computers with design software
- Vinyl plotters and cutting machines
- Sewing machines and sergers
- Hand tools (screwdrivers, craft knives, rulers)
- Soldering stations (with safety training)

2.2. Medium-Risk Equipment (Requires training certification) may include, but is not limited to:

- 3D printers (Fused Deposition Modeling or FDM and resin-based)
- Heat press and sublimation printer
- Electronic prototyping equipment
- Digital microscopes and inspection tools

2.3. High-Risk Equipment (Requires advanced training and supervision) may include, but is not limited to:

- Laser cutters and engravers

- Computer numerical control (CNC) machines and routers
- Power tools (drill press, sanders, rotary tools)
- Large format printers

3. PATRON AGREEMENT AND LIABILITY CONSIDERATIONS

3.1. Required Documentation

3.1.1. All Patrons Must Complete:

- Liability waiver and assumption of risk agreement.
- Equipment use acknowledgment form.
- Emergency contact information form.
- Photo/video consent form (for documentation and promotional use).

3.1.2. Additional Requirements for Minors include:

- Parent/guardian signature on all forms.
- Parent/guardian emergency contact information.
- Special medical needs or restrictions notation.

3.2. Patron Responsibilities: Patrons will be held to the following obligations as per the signed documentation and other library policies and procedures.

3.2.1. General Obligations

- Follow all safety protocols and staff instructions.
- Respect other patrons and shared equipment.
- Clean the work area after each use.
- Report equipment problems or safety concerns immediately.
- Attend required training sessions punctually.

3.2.2. Financial Responsibilities

- Pay for consumable materials used (e.g., 3D printing filament, wood, fabric).
- Replace or repair equipment damaged through misuse or negligence.
- Forfeit fees for missed reservations without a 24-hour notice.
- Cover costs for excessive cleaning due to improper workspace use.

3.2.3. Prohibited Activities

- Creating items that violate copyright or intellectual property laws.
- Manufacturing weapons, drug paraphernalia, or illegal items.
- Using equipment for commercial production without prior approval.
- Bringing outside materials not approved by the staff.
- Consuming alcohol or drugs before or during equipment use.

3.2.4. Reservations: The Maker/Creative Space may be reserved by patrons for their use.

- An online booking system is available for popular equipment.
- Reservations will be limited to a maximum of 2-hour sessions during peak times.
- 24-hour advance notice of reservation cancellation is required.
- Library programming takes priority in scheduling over patron reservations.
- If equipment is not being used, it is available on a first-come, first-served basis (i.e., drop-in sessions) during established hours of operation.

3.3. Uintah County Library Responsibilities and Limitations

3.3.1. UCL Responsibilities include:

- Providing properly maintained and safe equipment.
- Ensuring adequate safety training and supervision.
- Maintaining general liability insurance coverage.
- Following proper emergency response procedures.

3.3.2. UCL is not responsible or liable for:

- Personal property loss, theft, or damage.
- Project failures or material waste.
- Injuries resulting from patron negligence or failure to follow safety protocols.
- Data loss on personal devices or projects.

3.4. Enforcement and Consequences: Patrons who violate the policies and procedures laid out in this document may be subject to the following enforcement and consequences.

3.4.1. Progressive Discipline Policy

- Serious safety violations: Immediate suspension and potential permanent ban.
- First violation: Verbal warning and safety review.
- Second violation: Written warning and required retraining.
- Third violation: Suspension of maker space privileges (30 days).

3.4.2. Appeal Process

- Written appeals may be submitted to the Library Director.
- Appeal hearings are scheduled within 14 days of the request.
- Final decisions are communicated in writing within 7 days of the hearing.

4. POLICY REVIEW AND UPDATES

4.1. This policy will be reviewed annually by the library administration and the Maker Space Coordinator. Updates by the board will be made based on:

- Usage patterns and patron feedback.

- Annual maintenance.
- Program support.
- Equipment changes and new technology adoption.
- Safety incident reports and lessons learned.
- Changes in insurance requirements or legal considerations.
- Best practices from other library maker spaces.

This policy supersedes all previous versions and will be reviewed annually or as needed.

Approved by the Uintah County Library Board of Directors.

DATE ADOPTED: July 16, 2025