

DAVENPORT PUBLIC LIBRARY Makerspace Use Policy

STATEMENT OF PURPOSE

The Makerspace aligns with Davenport Public Library's mission by providing a dedicated environment where individuals with shared interests can collaborate on projects, exchange ideas, and utilize tools and resources. The Makerspace aims to foster innovation, encourage creativity and ingenuity, and promote collaboration and inspiration among participants. It also supports local entrepreneurs and nonprofits by offering access to equipment and resources that might otherwise be financially inaccessible.

PROVISIONS

The following guidelines outline the expected practices and behaviors necessary to maintain a safe and productive environment:

1. Users are expected to review all applicable policies and sign a Makerspace Waiver and Release of Liability. The Library reserves the right to terminate, remove, or deny the creation of any items that violate Makerspace or library policies.
2. Individuals under the age of 18 must have a parent or guardian sign the Makerspace Waiver. Individuals under the age of 11 must be accompanied by an adult at all times during Makerspace activities.
3. Users agree to follow all safety protocols and adhere to instructions provided by library employees and equipment manuals. Some equipment may require prior training conducted by library employees before use.
4. The Makerspace offers basic equipment and supplies; users may bring additional materials. All materials intended for use with library equipment must be reviewed and approved by a library employee before use.
5. Equipment usage in the Makerspace is free. Some supplies may incur fees. Refer to the current fee schedule on The Library's website.
6. The Makerspace may be used for lawful purposes. Users are prohibited from using the equipment to create items that are:
 - 6.1. In violation of local, state, or federal laws and regulations.
 - 6.2. Harmful or which pose an immediate threat to others, including but not limited to weapons or components of weapons.
 - 6.3. Obscene or discriminatory in nature, in violation of The Library's Behavior Policy.
 - 6.4. Infringing upon the intellectual property rights of others. The equipment must not be used to reproduce materials protected by copyright, patent, or trademark laws. All users are responsible for adhering to [U.S. Copyright Law \(Title 17, U.S. Code\)](#) when creating copies or reproductions of copyrighted materials.

7. Makerspace equipment must remain attended at all times during use. Library equipment may not be removed from the Makerspace area.
8. In the event of equipment damage, users should inform a library employee immediately. Users may be responsible for the costs associated with repair or replacement due to neglect or intentional misuse.
9. The Library is not responsible for any damage to or loss of users' files, storage devices, or projects.
10. Food and beverages are not permitted in the Makerspace unless provided as part of a library-sponsored event or program.
11. The Library reserves the right to deny access to the Makerspace and to suspend or restrict a patron's privileges within the Makerspace or The Library as deemed necessary.
12. Certain Makerspace equipment is designated for employee use only. Equipment requiring prior training will be introduced during an orientation session conducted by library employees during a user's first visit. Subsequent training sessions can be scheduled upon request.
13. Makerspace reservations can be made at the Information service desk, by calling (563) 326-7832, or through The Library's website. Users should check in at the Information desk on the day of their reservation.
14. Use of the Makerspace or materials produced therein does not imply endorsement of the user's opinions or views by The Library Board of Trustees, library employees, or the City of Davenport.
15. Usage time limits may be imposed depending on demand and availability. Users are encouraged to inform an employee if accommodations are needed.
16. Access to the 3D printer is restricted to designated library employees.
 - 16.1. Users are responsible for designing, scanning, imaging, creating, or downloading their own models for 3D printing. Assistance can be scheduled by appointment.
 - 16.2. Users should submit non-rendered .stl files for printing. Files can be uploaded via the 3D Printing Submission Form. Users may preview their files using Cura, a free software available at <https://ultimaker.com/software/ultimaker-cura>. The Library will process and prepare all files in Cura prior to printing.
 - 16.3. The Library reserves the right to limit each individual or organization to one print request per week.
 - 16.4. Estimated print times are approximate; The Library cannot guarantee specific completion dates. Generally, prints are completed within 72 hours, though queue length or equipment issues may cause delays.

- 16.5. The Library cannot guarantee the success of prints. In the case of a failed print, the associated cost will still be charged unless the print fails to finish; If a print fails, it may be reattempted up to two additional times.
- 16.6. Printed items must be collected by the individual who submitted the request or an authorized designee. Items not collected within 14 days will be deemed the property of The Library.