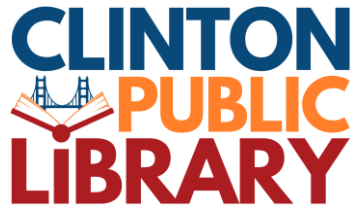


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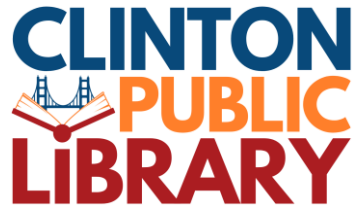
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## **Makerspace Policy and Fees**

The Clinton Public Library's (CPL) Makerspace was created to help patrons develop their creativity and explore new technology. We have a variety of machines available for patrons to use.

1. Makers must read all policies and sign the Makerspace waiver. Waivers must be renewed each year.
2. Projects must be approved by library staff prior to use.
3. Makerspace equipment is available for reservations using our booking system.
4. CPL will supply basic equipment. See pricing guide at the end of this policy. Patrons will be responsible for bringing in any additional supplies or accessories.
5. Makers using the machines must be instructed on use by a CPL employee.
6. CPL staff is available to assist in explaining the operation of tools and equipment and will make materials such as manuals available upon request.
7. Patrons using the Makerspace machines WILL NOT profit from or run a business out of the Makerspace or by use of the machines. Violation of this policy will result in withholding the patron's use of the Makerspace for one year.
8. CPL is not liable for any damaged material or media belonging to persons utilizing the Makerspace equipment or facilities.
9. Makerspace users must be 14 years old or older, unless accompanied by an adult or provide a signed waiver from a parent or guardian.
10. Equipment in the Makerspace may be used only for lawful purposes. The public will not be permitted to use equipment in CPL Makerspace to create material that is:
  - a. Prohibited by local, state or federal law.
  - b. Unsafe, harmful, dangerous or poses an immediate threat to the wellbeing of others. (Such use may violate the terms of use of the manufacturer.)
  - c. Obscene or otherwise inappropriate for the library environment.
  - d. In violation of another's intellectual property rights.
11. The copyright law of the United States (Title 17, U.S. Code) governs the making of copies or other reproductions of copyrighted material. The person(s) using CPL's equipment is liable for any infringement.
12. Makers agree to pick up after themselves and clean the area they used, as well as return all equipment to its proper location.
13. If any tools or equipment breaks, please alert CPL staff immediately.
14. Food and drink may not be used around the equipment.
15. The Library's Conduct Policy applies to use of the Makerspace.  
<https://clintonpubliclibrary.us/about/policies/conduct-policies>

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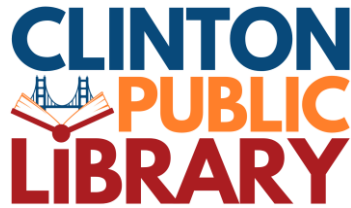
## 16. Laminating

- CPL offers lamination service to the public. Which machine we use is at the discretion of the staff. Any small pieces laminated will come on full sheet, it is up to patron to cut out.
- Staff laminates on Tuesday, Wednesday, Thursday with 1 business day turn around for pick up. Items dropped off on Friday or Saturday will be laminated on Tuesday.
- Laminated items will be exposed to temperatures up to 300 degrees, and that, while not commonplace, items may wrinkle, crease, tear or otherwise become damaged during lamination. Lamination is a permanent seal. Clinton Public Library or its employees are not responsible for any damages that may occur to laminated items.

## Costs and Fees

Item	Cost
Buttons	\$0.25 per button
Spiral or Comb Book Bind	\$0.50 per item
Report covers/backing	\$0.20 per cover or backing
Embroidery	\$5 per frame
Craft Paper	\$0.25 per sheet
3D Printing	\$0.15 per gram
Sublimation printer	\$2.00 on paper, \$1.00 vinyl
Heat Transfer Vinyl	\$1.00 per foot
Adhesive Vinyl	\$0.50 per 12"x12" sheet
Transfer tape	\$0.50 per 12"x12" sheet
Lamination	\$0.25 8.5"x11" pouch, \$0.50 a foot

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### **Clinton Public Library's Makerspace Agreement and Waiver**

By signing this agreement and waiver, I indicate that I understand the terms of the policies, procedures, and fees associated with the Makerspace and agree to abide by it when using the equipment. I will not hold Clinton Public Library or its employees responsible for any damages that may occur.

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Print Name

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Signature

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Date

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Phone Number

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E-mail address

### **Parent or Legal Guardian's Signature (if under 14)**

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Signature

---

Date

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*The Library reserves the right to change this policy at any time.*

Policy Adopted	Reviewed	Revised	Next Review
4/2019	6/2021	6/2021	6/2026
	5/2024	6/2024	