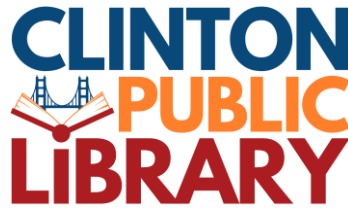


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## **Makerspace Policy and Fees**

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 and agree with this policy before using the equipment.
2. Projects must be discussed with library staff prior to use.
3. CPL will supply basic equipment. See pricing guide at the end of this policy. Patrons may bring their own materials or purchase supplies available at the library. Any additional materials or accessories needed for a project must be provided by the patron.
4. Makers using the machines must be instructed on use by a CPL employee.
5. CPL staff is available to assist in explaining the operation of tools and equipment and will make materials such as manuals available upon request.
6. 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.
7. CPL is not liable for any damaged material or media belonging to persons utilizing the Makerspace equipment or facilities.
8. All Makers agree to use equipment safely and responsibly, and to comply with staff instructions at all times. Makers acknowledge that participation in Makerspace activities may involve the use of tools, materials, and equipment that carry inherent risks. By using the Makerspace, users voluntarily assume all risks of injury or damage arising from their participation.
9. Users agree that the library, its staff, volunteers, and governing entities are not liable for any injuries, damages, or losses incurred through Makerspace use. Users (or parents/guardians of minors) accept full responsibility for their own safety and for any harm resulting from misuse of equipment, failure to follow procedures, or participation in Makerspace activities.
10. Makers must be 14 years old or older, unless accompanied by an adult or provide a signed waiver from a parent or guardian.

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11. 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. Against library policy and inappropriate for the library environment.
  - d. In violation of another's intellectual property rights.
12. 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.
13. Makers agree to pick up after themselves and clean the area they used, as well as return all equipment to its proper location.
14. If any tools or equipment breaks, please alert CPL staff immediately.
15. Food and drink may not be used around the equipment.
16. The Library's Conduct Policy applies to use of the Makerspace.  
<https://clintonpubliclibrary.us/about/policies/conduct-policies>
17. Laminating
  - Items 8.5" x 11" or smaller can be laminated at the main desk during open hours, when staff are available. Larger items must be dropped off or brought in during Makerspace open hours.
  - 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.

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### Costs and Fees

Item	Cost
3D Printing	\$0.15 per gram
Adhesive Vinyl	\$0.50 per 12"x12" sheet
Buttons	\$0.25 per button
Craft Paper	\$0.25 per sheet
Embroidery	\$5 per frame
Heat Transfer Vinyl	\$1.00 per foot
Lamination	\$0.25 8.5"x11" pouch, or \$0.50 a foot
Large Format Printer	\$0.75 per foot
Report covers/backing	\$0.20 per cover or backing
Spiral or Comb Book Bind	\$0.50 per item
Sublimation printer	\$2.00 on paper, \$1.00 vinyl
Transfer tape	\$0.50 per 12"x12" sheet

*Adopted April 2019. Updated by the Library Board of Trustees April 2026*