



Creative Space Use Policy

BOARD POLICY

Pikes Peak Library District's (PPLD) makerspaces and studios promote creativity, ingenuity, and entrepreneurship by creating opportunities for individuals to collaborate, innovate, inspire one another, and generate content. The spaces support lifelong learning and the realization of ideas in a new way through technology and hands-on fabrication. Makerspaces and studios provide open access to a wide variety of equipment and tools in multiple ways, including guided exploration through classes and programs.

I. DISTRICT PROCEDURES

- A. Patrons must be PPLD resident cardholders with library cards that begin with a 4 or non-resident cardholders with library cards that begin with a 7 to use the studios, makerspace and studio equipment, or to participate in any other activity that requires a signed waiver. Colorado Library Card users (card numbers beginning with a 7) cannot check out studio equipment.
- B. Prior to using makerspaces and studios, adult patrons must agree to the Creative Space Use Agreement and verify their identity with a valid photo ID and library card. (Adult patrons with a legal guardian should have that individual sign the Agreement.)

Minor patrons must have an adult parent, guardian, or other person with appropriate legal authority sign the Creative Space Use Agreement. Parents/guardians are welcome to tour the makerspace or studio areas to become familiar with the facilities and equipment and evaluate use by a minor child, and PPLD staff are happy to answer parent/guardian questions.

- C. Age requirements:
 - a. In the makerspaces, patrons must be at least 9 years old to be in makerspaces. Patrons under the age of 12 must be accompanied by a parent or guardian over the age of 18 at all times. Exceptions may occur in cases of library staff-led programming specifically developed for younger patrons. Parent/guardian supervision is welcome for all minors.
 - b. In the studios, patrons under the age of 12 must be accompanied by a parent or guardian. Patrons must be at least 9 years old to handle the equipment in or make a reservation for the studio. Exceptions may occur in cases of library staff-led programming. Patrons who are 12 years and older may attend training and book studio time without an adult present.

- D. Patrons with blocked accounts can continue to use the free makerspace services and reserve studio time, but cannot incur additional costs or check out studio equipment.
- E. Patrons need to check in with the staff member on duty in the creative space, using their PPLD library card each time before using it.
- F. Reservations:
 - a. In the makerspaces, most of the tools and machines are available to patrons by online reservation. Walk-ins are welcome when equipment is available.
 - b. Studio usage must be scheduled in advance.
 - a. The amount of time that a studio may be reserved varies by location.
 - b. The patron reserving the studio will be liable for any breakage, damage, or theft of any Library property caused by members or guests of the group or organization. Liability includes all applicable court costs and attorney fees.
 - c. The Library is a shared space. If any activity occurring in the studio is disruptive to others in the building, the group may be required to change the activity or reserve a different time that will cause less disruption.
 - d. Failure to show up for a studio reservation may result in loss of reservation privileges.
 - e. Patron use of the studios is intended for audio-visual (A/V) purposes only. They cannot be used for meetings, auditions, rehearsals, or other assemblies.
 - f. Studio personnel are on site to support use of the studio. The assistance available varies by location and other service demands.
 - g. Set up and tear down of equipment and sets must occur within the timeframe of the reserved studio session.
 - h. Patrons are responsible for bringing necessary data storage for content created during their reservation. For information and recommendations, please contact the specific location.
- G. Equipment used in the spaces must be returned by the patron to its original location in a tidy state. The workspace also needs to be orderly and clean before the patron leaves.
- H. PPLD reserves the right to halt, delete, or disallow the creation of items that violate PPLD policies, including activities that can potentially harm the patron or others, that may cause damage or stain the equipment or other creative space resources,
 - a. In the makerspaces, this also includes creation of obscene materials, illegal items, the creation of weapons, including gun parts, items that could be turned into weapons, and items that could be confused as a weapon.
 - a. Toy representations of weapons under three inches may be fabricated.
 - b. In the studios, content creation cannot include weapons, nudity, or illegal materials.

- I. PPLD upholds the copyright law of the United States (Title 17, United States Code) and the patent law (Title 35, United States Code). Each patron affirms they are not breaking any copyright laws in the process of creating content or materials. Any person who knowingly infringes upon copyright policies will be solely liable for any actions taken and will not involve PPLD. PPLD reserves the right to deny access to reproducing equipment, including makerspace equipment if, in its judgment, use of such equipment would involve violation of copyright, patent, or other laws.
- J. Only PPLD computers may be connected to Library equipment.
- K. PPLD is not responsible for content created using studio equipment either in-house or while equipment is checked out.
- L. PPLD does not retain rights or ownership to any patron content produced using PPLD equipment during patron reservations. All rights are retained by the content creator(s).
- M. When equipment is out of order, staff will attempt to contact patrons with reservations. This courtesy cannot be guaranteed.
- N. PPLD is not responsible for any damage to, or loss or theft of, the user's property. (See [Personal Belongings Policy](#) for lost and found procedures.)
- O. PPLD, its employees, and Trustees do not assume responsibility for personal injury or damage or loss of personal property during the applicant's use of a creative space.
- P. Patrons with disabilities who need special arrangements or accommodations should notify staff at the location of interest as far in advance as possible before their expected time of use.
- Q. The patron (or minor's parent/guardian) is responsible for payment of any cost for loss or damage to PPLD property or clean-up expense, as well as any costs for use of machines, materials, and supplies provided by PPLD. All costs are charged to the patron's library account.
- R. If a patron sees that any piece of equipment is unsafe or in a state of disrepair, the patron must immediately discontinue use of the tool and notify PPLD staff.
- S. Patrons must report any accident or incident, as well as any unsafe behavior by anyone, that occurs in a creative space to a PPLD staff member.
- T. Covered drinks are allowed in the creative spaces. Please keep them away from equipment. Food is not permitted.

U. PPLD's [Code of Conduct](#) and [Internet Use Policy](#) apply to the studios.

V. Failure to follow the Creative Space Use Policy can result in loss of space privileges.

II. ADDITIONAL MAKERSPACE GUIDELINES

A. In the makerspaces, patrons must participate in mandatory badging, or safety and use trainings, in order to use certain tools and machinery. They may not use these tools until badging has been complete, as confirmed by PPLD staff.

When using a tool that does not require badging, or safety and use training, the patron is certifying that they are capable of using that item in a safe and proper manner.

Staff is available to assist in explaining operation of tools and equipment as time allows and will make materials (such as manuals) available upon request.

B. PPLD provides some free consumable materials on a limited basis.

C. Projects are subject to approval by staff prior to use of machinery. Only staff or badged/certified patrons can run machinery. Staff must approve all patron-supplied materials before they are used on machines to reduce the risk of damage to machines or harm to patrons within the makerspaces. For safety reasons, metal may not be cut.

D. PPLD is not responsible if a project is destroyed, does not 3D print correctly, or does not work. The patron understands that PPLD is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied by PPLD.

E. PPLD provides patrons with access to safety supplies in the makerspaces. Safety is a priority.

Some tools require specific safety gear as described in badging, or certification, training. All safety gear must be worn as appropriate.

Certain items may also require hair and any dangling items, like jewelry, to be secured or covered before use.

Appropriate clothing must be worn in the makerspaces. Closed-toe shoes are strongly recommended to protect feet.

F. Patrons agree to take precautions to prevent avoidable mess or damage in the makerspaces.

III. STUDIO EQUIPMENT CHECKOUT

- A. Patrons must be PPLD resident cardholders in good standing to check out equipment. Colorado Library Card users (card numbers beginning with a 7) may attend classes and book studio time but cannot check out equipment.
- B. Equipment for checkout is available to patrons ages 18 and older.
- C. Equipment kits may be reserved through the online system.
- D. By checking an item out, the responsible patron agrees to the Equipment Checkout Agreement ([link](#)). A valid photo ID with a current address must be shown to staff to checkout equipment. If the ID does not have the current address, the patron must present proof of address. The checkout period is seven days. Questions about fine rates and replacement costs should be addressed to staff.
- E. If available, items may be renewed once for up to seven additional days by contacting the appropriate PPLD staff member. Any additional renewals must occur in person.
- F. If a kit is returned missing the main component, late fees will accrue until the item is returned or it becomes lost in the system. If a small component of the kit is missing, the kit will be checked in. The patron will have one week to return the piece after which it will be billed to the patron's account.
- G. Costs for replacing or repairing missing or damaged equipment will be charged to the patron library account.
- H. Late fines and the number of items that can be checked out at a time vary by equipment kit.
- I. Fines on late-returned equipment accrue for up to five days. If an item is not returned within five days of the due date, the replacement cost for the item will be charged to the patron's account and could result in legal action.
- J. For items that are not returned and are worth over \$500, staff will file an incident report with PPLD security, and they will contact the local police.

IV. DONATION GUIDELINES

- A. Any donations should be discussed with staff in advance. Please call PPLD to speak with a team member in Creative Services.
- B. Donations should be in clean, good, working condition.
- C. PPLD has limited space and reserves the right to retain donations that will help support services and programs, as well as remove donations that will not work for PPLD use.

Donations may be sent to any library location that needs them for a related project or program.

- D. Any donation and/or equipment are receipted through the PPLD Foundation, a 501c3 organization as designated by the IRS.
- E. Receipt forms to complete for tax purposes are available upon request.