

The Maker Spot Usage Policy

Approved by the Library Board June 4, 2015; Revised March 17, 2016; Revised September 15, 2016

Overview

The Maker Spot aims to be a flexible, participatory learning environment where any North Richland Hills (NRH) Library or North Texas Library Consortium (NTLC) patron can utilize a host of hands-on learning opportunities, gain access to the latest technology to encourage entrepreneurship, and to help our patrons (Makers) to become more creative and empowered with new skills. The North Richland Hills (NRH) Library wants Makers of all sorts to be able to share the space and equipment with one another.

In order to achieve this goal, users of The Maker Spot must observe not only the NRH library's policies, but the additional policies and responsibilities listed here. Failure to do so may result in the revoking of The Maker Spot privileges and/or library privileges as outlined in the NRH Library's Patron Behavior Policy.

Registration and Access to The Maker Spot

Makers must be a North Richland Hills Library cardholder or a cardholder of an NTLC Library and in good standing with their home library. Prior to using The Maker Spot for the first time, Makers must complete the Maker Waiver Form, present their library card, and verify their identity with a photo ID. Before each subsequent use, Makers must check in with The Maker Spot staff with their library card or photo ID.

Access to The Maker Spot for Makers Under 17

The NRH Library's unattended Child Policy applies to The Maker Spot. Makers under 17 must have a parent or guardian present to sign the Maker Waiver Form. Makers under the age of 13 must be accompanied by a parent or guardian at all times. The age restrictions will be identified on the usage guidelines for each piece of equipment.

Using The Maker Spot Equipment

- Some equipment may require training before use. Makers may not use these pieces of equipment unless the Maker has attended a training class and pass a checkpoint test for that certain piece of equipment, and received approval from staff for each use.
- When using any equipment without a training requirement in The Maker Spot, the Maker certifies that they are capable of using the equipment in a safe and proper manner, and must follow the safety guidelines listed on the equipment's usage sheet. Staff may not be available to assist with the use of any of the equipment.
- The Maker Spot is not responsible for any defects or the quality of any of the equipment in The Maker Spot. If any of the equipment begins to act unsafe or incorrectly, immediately discontinue use and notify The Maker Spot Staff. If you notice any damage to the equipment, please notify staff and ask approval before use.
- Equipment borrowed must be returned in the same condition as issued, barring normal wear and tear. Makers agree to pay for the loss of or damage to any items due to misuse.
- Reservations on the equipment and Maker Spot/Library Programs take precedence over walk-ins. Please see the Reservation Policy about reserving certain Equipment. Other than the equipment that can be reserved the items in The Maker Spot are on a first come, first serve basis. The Maker Spot Staff has final say on any disagreement over use of equipment.
- Makers may temporarily lose equipment access and require retraining on equipment if they: 1. cause the equipment to be out of service; 2. do not follow the equipment usage guidelines; 3. demonstrate a lack of the basic knowledge required to use the equipment.
- Makers may lose their equipment access if retraining is required more than one time per piece of equipment.

Other Responsibilities for Makers while in The Maker Spot

- Makers agree to keep their work space neat and to return all equipment to its proper place when finished.
- A Maker must be in reach of the equipment at all times while it is in use.
- Makers must immediately notify staff of any accident or incident of policy violation that occurs in The Maker Spot.
- Makers must pay all fees at the time The Maker Spot equipment and services are used. If not paid, The Maker Spot staff reserve the right to refuse service and/or keep any items not paid for.
- Any personal effects, supplies or equipment left unattended or stored in the space are not the responsibility of The Maker Spot or the NRH library.
- Food is allowed only in the lounge and collaboration areas of The Maker Spot. Drinks are allowed in The Maker Spot as long as they are in an enclosed container.
- Makers must respect the intellectual property of others and U.S. copyright laws.
- Makers must not create anything unlawful, dangerous, obscene or racially, ethnically or otherwise objectionable in the opinion of staff. Such items will be seized and destroyed.

Disclaimer: While The Maker Spot staff will make every effort to oversee the use of The Maker Spot's equipment, use of the equipment is not under direction or control of The Maker Spot. The Maker Spot, the Library nor the City of North Richland Hills are not responsible for any object created with the use of the equipment, including harm or injury incurred as a result of usage of the equipment.