



Makerspace Policy

Statement of Purpose

The Perth East Public Library provides a Makerspace to support its mission to be recognized as a primary source in the community for informational and technological resources. The use of the Perth East Public Library Makerspace is governed by the following policies.

Section 1: Conditions of Use

1. Makerspace is open to everyone with a valid Perth East Public Library Card, or a valid library card from a PCIN library (North Perth, St. Marys, Stratford, West Perth). The user must present their library card before using Makerspace equipment.
2. The Library's Makerspace may be used only for lawful purposes and cannot be used to create material that is:
 - a. Prohibited by local, provincial, or federal law.
 - b. Unsafe, harmful, dangerous or poses immediate threat to the well-being of others.
 - c. Obscene or otherwise inappropriate for the Library environment.
 - d. In violation of another's intellectual property rights. For example, the equipment may not be used to reproduce material that is subject to copyright, patent, or trademark protection.
3. Users must be 16 years of age to use Makerspace equipment. Exceptions may occur in cases of library staff-led programming specifically developed for younger makers.
4. Users are encouraged to call the library to schedule an appointment to use Makerspace equipment. Makerspace equipment is available for use during library hours of operation. Reservations for the Makerspace equipment may be made by contacting the Library at 519-595-8395 or by email at pel@pertheastpl.ca.
5. When reserving the Makerspace equipment, scheduled Library programs have priority, followed by the patrons who have made a reservation ahead of time.
6. All users must agree to and sign the PEPL Makerspace Acceptable Use Agreement before using equipment, stating that they will abide by the conditions of use or risk not being permitted to use Makerspace equipment.
7. The Library reserves the right to deny Makerspace access if a patron violates any part of the Makerspace policy, or for any other misuse of the space, as determine by Library staff.
8. Users will ensure that equipment used is returned to its original location in a clean state.

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9. Library staff are available for limited assistance. Staff are not experts, but will assist as much as they are able to, and as time permits.
10. All equipment must stay within the designated Makerspace area, unless Staff permits otherwise. Theft or robbery will not be tolerated and will result in immediate expulsion from the Makerspace area.
11. No food or open drinks are permitted around Makerspace equipment.
12. Any issues or accidents are to be immediately reported to a Library staff member.
13. The Patron agrees to pay for the loss of or damage to any equipment.
14. PEPL is not responsible for equipment or files left behind.
15. PEPL's Code of Conduct and Internet Access Policies apply to the Makerspace.
16. If an individual wishes to make suggestions for equipment or programs for the Makerspace, they are encouraged to fill out the Makerspace Suggestion for Purchase Form.
17. The Makerspace is an evolving resource; therefore, this policy is subject to change without notice.

Section 2: Costs

1. Use of the Makerspace equipment is free; however, there are fees for consumable products.
2. All materials need to be paid for upfront.
3. Patrons are welcome to bring in their own materials for use with the Makerspace equipment. When doing so, patrons must show materials to library staff before using it to ensure materials can be used safely with the appropriate piece of equipment.
4. Any charges that are applied for a library program in the Makerspace are simply to cover Perth East Public Library's costs.

Button Making:

37mm Round Pin- back button	\$0.50
58mm Round Pin-back button	\$0.75
37mm Magnet Button	\$0.75
58mm Magnet Button	\$1.00
58mm Round Mirror Keychain	\$1.00
37mm Double-sided keychain	\$1.25

Cricut Material:

Adhesive Vinyl (12" x 12")	\$4.00
Heat Transfer Vinyl (12" x 12")	\$4.00

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Transfer Tape (12" x12") \$2.00

Section 3: Makerspace Donation Guidelines

The Library is highly appreciative of any donations to the Makerspace. Consumable materials are a significant cost to the library and therefore donations are helpful.

1. All donations must be approved by the Library CEO
2. The Library reserves the right to refuse any donations to the Makerspace, as well as remove any items that are no longer useful.

Related Documents:

Perth East Public Library *Makerspace Acceptable Use Agreement*

Perth East Public Library *OP-11 Code of Conduct Policy*

Perth East Public Library *OP-16 Internet Access Policy*

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