

The Makerspace is available for Camrose Public Library members who meet the following requirements:

- A Camrose Public Library card in good standing or a ME card
- A completed Makerspace Waiver
- If under 11 years old, user must be accompanied by a guardian at all times

Items such as headphones, Cricut blades and mats, and the Wacom tablet may only be signed out to Camrose Public Library members who meet the following requirements:

- A Camrose Public Library card in good standing or a ME card
- A completed Makerspace Waiver
- User must be 11 years or older to use the Wacom tablet
- User must be 16 years or older to use the Cricut

Items signed out are considered reference items and cannot leave the Library.

#### Terms of Use:

- Users must adhere to these terms of use as well as the following Camrose Public Library policies:
  - Internet Access and Acceptable Use Policy
  - Unattended Children and Vulnerable Patrons
  - Workplace Violence Harassment and Other Unacceptable Behavior
  - Makerspace Waiver
- Reservations can be made by email, phone, or in person.
  - Same Day requests must be done by phone or in person
  - Request up to one week in advance
  - Reservations can be made in 1 or 2 hour increments. Each reservation can be initially made only for two hours and only extended if there is no one reserved for the hour following (excepting the VHS digitizing equipment)
  - Reservations will be held for 15 minutes after the scheduled time begins
- Library staff are available for limited assistance. Staff are not experts; however, they will assist as much as they can and both staff and users can learn together. Members who need extra help are encouraged to book a Tech 1 on 1 appointment for assistance.
- The individual who reserves the computer and equipment will be considered the primary user and is responsible for any damage or misuse of the equipment, regardless of the number of people using the equipment.

- The primary user will allow CPL staff to examine either their library card or a valid piece of photo identification to verify their identity in order to use the Makerspace.
- Equipment must be used in the Makerspace and cannot be taken offsite.
- Cricut tools, including blades and mats, must be from CPL; users cannot use their own.
- Users must save their work on an external memory device. It is the user's responsibility to delete and/or remove any of their files (digital and/or print) from library equipment in the media lab.
- No food or drinks of any kind are permitted on the Makerspace station.
- Makerspace computers are reserved for digital media projects and are not available for general computer use - i.e. email, social media, browsing etc.
- The Makerspaces may be used for lawful purposes only and cannot be used to create content that is:
  - Prohibited by provincial or federal law.
  - Unsafe, harmful, dangerous or poses an immediate threat to the wellbeing of others.
  - Obscene or otherwise inappropriate for the Library environment.
  - In violation of another's intellectual property rights; for example, the 3D printers may not be used to reproduce materials subject to copyright, patent or trademark protection.

#### **More Information:**

- The Makerspace is an evolving resource; therefore, these terms of use are subject to change without notice.