

**ANKENY KIRKENDALL PUBLIC LIBRARY**

**Ankeny, Iowa**

**The Mission of the Ankeny Kirkendall Public Library to be a welcoming and inclusive community center of learning experiences and entertainment, interaction and connection.**

**SUBJECT: LIBRARY'S MAKERSPACE**

**BACKGROUND:**

The Ankeny Kirkendall Public Library provides a makerspace for library sponsored or co-sponsored programs which achieve the library's goals. When not in use for library-sponsored activities, the space and equipment are available to individuals and non-profit groups. The intent of the makerspace is to provide introductory access to a variety of digital and hands-on equipment and resources.

**POLICY:**

- A. Primary use of the makerspace is for library activities, programs and meetings.
- B. Users of the makerspace must have a current Ankeny Kirkendall Public Library card or photo I.D. Users under 12 years of age must be supervised by an adult, 18 years or older.
- C. Reservations are required to ensure availability of space or equipment.
- D. The Library will provide access to the equipment and tools. Patrons will be required to bring supplies that are not provided.
- E. Library staff must approve all patron-supplied materials before being used on or with makerspace tools, technology, and equipment in order to reduce the risk of damage or injury.
- F. Makerspace users must complete training on equipment. Training times will be scheduled by library staff.
- G. Patrons must return tools, technology, and equipment to their original location and must leave the space as they found it. Library is not responsible for any items left behind including digital files.
- H. The Library reserves the right to halt, delete, or otherwise disallow the creation of items that violate this or other library policies. Equipment cannot be used to create items intended for sale, commercial use, in violation of another's intellectual property rights, or items that could be construed as weapons.
- I. 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 the Library's equipment is liable for any infringement.
- J. All library policies, including patron conduct policy, apply to the use of the makerspace. The Library reserves the right to disallow a patron's use of the makerspace in its entirety.

- K. The Library, its staff, and representatives are not responsible if a project is destroyed, does not print correctly, does not work, or does not turn out as expected. The patron understands that the Library, its staff and representatives are not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied through the makerspace.
- L. Permission to use the makerspace does not imply that the Library Board of Trustees, the Library staff, or the City of Ankeny supports the opinion and/or views of the users.
- M. Users assume all risk inherent to the use of the makerspace and the tools, technology, and equipment.
- N. The library may charge a nominal fee for certain consumable materials.

**PROCEDURE:**

- A. Each piece of equipment will have its own "Equipment Use Guidelines".
- B. Cancellations for reservations should be made promptly.
- C. The individual who reserved the makerspace will be held responsible for any damages or issues resulting from or during the use of the space and/or equipment from improper use or abuse.

**Adopted:**

July 25, 2013

**Revised:**

April 21, 2022

**Reviewed:**

April 17, 2014

September 20, 2018