



GREATER SUDBURY PUBLIC LIBRARY
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GSPL Makerspace Agreement

Welcome to the Greater Sudbury Public Library Makerspace! Please review the policies and guidelines set forth below. Acceptance of and compliance with these provisions is required for your use of the space, tools, equipment and materials provided within.

Name _____ DOB _____

GSPL Library Card # _____

Phone # _____ Email _____

Parent/Guardian's name (if under 18) _____

Phone # _____ Email _____

Address _____

How did you hear about our Makerspace? _____

What would you like most to learn about or make in the Makerspace _____

How do you plan on using the Makerspace? _____

Share Your Skills and Passions!

Interested in helping with classes or programs in the Makerspace?

Yes No Not Right Now

If yes, on what topics or projects? _____

Staff to date and initial. Please then forward to Emerging Technology Librarian

Staff initials: **X** _____ Date: _____ Manager: **X** _____

Maker Agreement:

1. Makers must be valid Greater Sudbury Public Library cardholders.
2. Prior to using the Makerspace, Makers must (a) complete a Makerspace Agreement form; and (b) verify his/her identity with valid photo ID and library card. A Minor without valid photo ID may verify his/her identity with a library card and valid photo ID of a parent/guardian.
3. Makers must “check in” with the staff member on duty, using their Greater Sudbury Public Library card, and sign the guest book each time they use the Makerspace.
4. Makers under age 12 must be accompanied by a parent or guardian at all times. Parent/guardian supervision is recommended for all minors, as the space contains potentially dangerous tools.
5. Makers under the age 12 or those inexperienced with sewing machines must attend a sewing class before using the equipment in the sewing corner. Makers under the age 12 may not access soldering irons or certain sharp cutting tools unless accompanied by a parent or guardian. Parents, guardians, and makers age 12+ can access these tools by asking at the staff on duty in the Makerspace.
6. Makers must participate in mandatory training workshops in order to use the 3D printers and vinyl cutter; they may not use these tools until “certification” training has been complete, according to Makerspace Staff. Makers must attend “Certification” trainings in person. When using a tool that does not require certification, the Maker is certifying that he/she is capable of using that item in a safe and proper manner. Makerspace staff is available to assist in explaining operation of tools and equipment, and will make available upon request materials such as manuals.
7. GSPL provides the Maker with access to safety supplies in the Makerspace, including safety goggles, masks, gloves, First Aid Kits, and fire extinguishers.
8. The Maker agrees that the Greater Sudbury Public Library is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment.
9. The Maker agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify Library staff.
10. The Maker must report any accident or incident that occurs on Makerspace premises to a staff member.
11. Most tools and equipment are available to Makers on a first come, first serve basis, for use in the Makerspace only. Please ask staff for a full list of tools and equipment available.
12. Items used in the Makerspace are to be returned in the same condition as they were issued, barring normal wear and tear. All items must be returned clean. The Maker agrees to pay for the loss of or damage to any items and further agrees to accept the Library staff’s assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total. This restitution amount could equal as much as replacement cost of the item.
13. Items used in the Makerspace must be returned by the Maker to their original location. Storage units and spaces are labeled in order to facilitate the proper return of tools.
14. The Maker agrees to take precautions to avoid causing unnecessary mess or damage in the Makerspace. The Maker agrees to clean up his/her workspace in the Makerspace following use, returning the workspace to its original state. The Maker agrees to inform the Staff member in the case that they are unable to return a work surface, tool or equipment to its original state.
15. The Maker acknowledges that the library is only able to provide consumable materials on a limited basis. The Maker agrees to avoid wasting consumable supplies and materials.

Staff to date and initial. Please then forward to Emerging Technology Librarian

Staff initials: **X**_____ Date: _____ Manager: **X**_____

I, _____ (print name), affirm that the information I have provided on the Maker Agreement is current, true, and correct. I understand that this information may be subject to verification.

I, _____ (print name), do hereby for myself, on behalf of my heirs, successors, and assigns, in consideration of being permitted to use tools and equipment, waive any and all claims against the Greater Sudbury Public Library for any personal injury, illness, death, or liability resulting from or arising out of the carelessness, recklessness, negligence and/or fault of the Greater Sudbury Public Library.

I have read this release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

Signature _____ Date _____

Printed Name _____

Any maker under eighteen years of age must also obtain the following consent and release before using the Makerspace.

I, _____ (print name), am the parent or guardian of _____ (print name). I consent to this and state that I have read the above release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

Parent/Guardian Signature _____ Date _____

Printed Name _____

Staff to date and initial. Please then forward to Emerging Technology Librarian

Staff initials: **X** _____ Date: _____ Manager: **X** _____