

STEM Makerspace

Jericho Town Library's Makerspace is an area for children and teens to create, tinker, build, code, design, and explore, supporting the library's efforts to provide a broad range of informational, educational, and recreational resources to serve the diverse and ever-changing needs of the community. The Makerspace provides several types of technology and activities, including: SPIKE Prime Legos, Cubelets, 3D pens, and a 3D printer (whose use is governed by its own policy).

The Makerspace may be used only for lawful purposes. The public is prohibited from using the Makerspace equipment to create material that is:

- Prohibited by local, state, or federal law;
- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others;
- A weapon or a replica of a weapon;
- Obscene or otherwise inappropriate for the library environment; or
- In violation of another's intellectual property rights.

Jericho Town Library's Makerspace is available to all children aged 7-18. Some of the equipment will likely be more enjoyable and rewarding for older children than for seven-year-olds: it is up to the child and their guardian to determine what technology they'd like to use. The first time a child uses the Makerspace, they and their parent/guardian will read and sign a summary of the Makerspace Policy. This signed form will be kept on file by library staff, so patrons only need to fill it out once.

The Makerspace cannot be personally monitored by staff all the time, and due to its removed location from the main library area, a certain amount of parental supervision is necessary. Patrons aged 7-12 may only use the Makerspace if supervised by an adult at all times. All patrons aged 13 and up can use the Makerspace with mild parental supervision: parents/guardians will check in on their children regularly and be immediately available for help and guidance, but do not need to constantly monitor their children's work or activities.

For each piece of equipment/activity, students must complete a series of challenges in order to become certified on that tool. After completing each challenge, patrons must show their work to library staff and receive approval to move on to the next challenge. Once patrons have completed all the challenges for a certain type of technology, they are able to use that tool to create anything they want. Library staff will keep a record of patrons' certification progress for each tool.

There is no cost for students using the Makerspace. If any part of a piece of equipment is permanently damaged, broken, or stolen by a patron, they (or their parents/guardians) are responsible for the replacement cost of that item. Library staff will assess the replacement cost on a case-by-case basis, and will give a detailed explanation of the fee to patrons. The Board of Directors will make an effort to replace tools that have suffered normal wear and tear.

Supervision of the use of the Makerspace by library staff does not constitute knowledge, or acknowledgement, of any unapparent final use of the created product and the library specifically disclaims any knowledge thereof. Any individual using the library's Makerspace agrees to

assume all responsibility for, and shall hold the library harmless in, all matters related to the individual's use of the Makerspace, including but not limited to violations of copyright, patent, and/or trademark law.

Jericho Town Library is not liable for the functional failure or of injuries or property damage caused by tools in the Makerspace, or objects and materials created in the Makerspace. The library strongly recommends that individuals not use the tools in the Makerspace to make things that could prove harmful, or that would result in significant cost to the user if they fail.

Appendix: Library of Things User Agreement & Waiver

Name:

Phone:

Email:

Mailing Address:

Summary of Jericho Town Library's Library of Things Policy:

- Items are able to be checked out by all Jericho Town Library and Deborah Rawson Memorial Library cardholders aged 18+.
- Materials have a checkout period of one week, after which the patron may request one additional one-week renewal.
- Items must be returned directly to Library staff/volunteers at the circulation desk during open hours, not left in the drop box or porch.
- Patrons will endeavor to return materials clean, dry, and tidy.
- When an item from the Library of Things is overdue, the patron will receive several overdue notices, after which a charge will be applied to their account and their card will be restricted until the item is returned or paid for. At this point, they will be notified via email, phone, and print mail of their account restriction.
- The patron is responsible for the replacement fee of lost, damaged, or stolen items. Deborah Rawson Memorial Library is not responsible for the replacement fees of items borrowed by their cardholders.

The full Library of Things Policy is attached on the following page for review.

By signing this document, I:

- Take full responsibility for the item I am checking out and will pay the replacement fee if the item is lost, damaged, or stolen while in my care, or if I fail to return the item at all.
- Agree to indemnify, defend, and hold forever harmless the Town of Jericho and the Jericho Town Library and its officers, agents, employees, and volunteers and any other persons or entities acting on its behalf and against any and all claims, demands, and causes of action whatsoever, relating to injury, disability, death, or other harm, to person or property or both, arising from my participation in use of the items from the Library of Things.
- Am aware of the hazards and risks which may be associated with my use of the items, including the risks of bodily injury, death, or damage to property which may occur. I understand, accept, and assume all such hazards and risks, and waive all claims against the Town of Jericho and the Jericho Town Library. I understand that I am solely

responsible for any costs arising out of any bodily injury or property damage sustained through my participation in use of the items. I understand that the items are for my use only. If another individual uses the items with or without my knowledge, the conditions of this waiver will apply.

- Agree to use the items in this collection only for their intended use.
- Understand that these items must be returned directly to Library staff inside the building.
- Confirm that I am reliably reachable by Library staff at the contact information listed at the top of this page. I will notify the Library if my information changes, so that I can be informed of overdue notices and/or account notifications if need be.

I understand and agree to these rules and conditions for use of the Library of Things:

Signature: _____ Date: _____

Library of Things Policy

Jericho Town Library's "Library of Things" makes many different, nontraditional items available to the public. Patrons can borrow these items just like any other library materials, and Jericho Town Library strives to make this collection easily accessible to all community members.

Materials in the Library of Things can be checked out by all Jericho Town Library and Deborah Rawson Memorial Library cardholders aged 18+. Items in this collection have a checkout period of one week, after which the patron may request one additional one-week renewal. The first time a patron checks out an item from the Library of Things, they will sign a user agreement/waiver (see Appendix). The signed document applies to all nontraditional materials in Jericho Town Library's collection and will be kept on file, so the patron will only need to fill it out once.

In this waiver, the patron agrees to pay the replacement fee if items are lost, damaged, or stolen and to release the Town of Jericho and Jericho Town Library from all liability associated with the use of items in the Library of Things. Deborah Rawson Memorial Library is not responsible for the replacement fees of items borrowed by their cardholders: the patron is solely responsible.

Materials must be returned directly to Library staff/volunteers at the circulation desk. Library staff/volunteers will then verify that the returned item is complete, clean, and in the same condition as when the patron checked it out. If an item from the Library of Things is overdue, the patron will receive several overdue notices, after which a charge will be applied to their account and their card will be restricted until the item is returned or paid for. At this point, they will be notified via email, phone, and print mail of their account restriction.

Trustees will make an effort to replace items that have suffered normal wear and tear over time.

Approved by the Library Board of Trustees on 12/14/21.

