



BRACEBRIDGE LIBRARY POLICIES AND PROCEDURES

Policy Number: OP-50
Title: Makerspace and Recording Studio Policy

Board Approval Date: June 2024

Category: Operational
Policy Replacing: N/A

Year of next review: 2027

PURPOSE:

The purpose of this policy is to make the MacKay Family Makerspace (Makerspace) and Dr. Ted Zhou Recording Studio (Recording Studio) spaces and equipment available for use in a way that is fair, equitable, safe and aligned with the Bracebridge Library's commitment to responsible financial stewardship.

POLICY STATEMENT:

1. Bracebridge Library programs and events have priority for use of the Makerspace and Recording Studio's rooms and equipment per Library policy OP-19 Room Rentals.
2. The Bracebridge Library's Makerspace and Recording Studio rooms and equipment may be available for use, outside of staffed Library programs and events, by users who:
 - a. have a valid Bracebridge Library card in good standing,
 - b. have completed the Library's training program for the relevant room(s),
 - c. have attended a tour of the relevant room(s) and equipment,
 - d. have a completed "Bracebridge Library Makerspace and Recording Studio Use" waiver,
 - e. individuals 18 years of age and younger also require a parent or guardian's signature,
 - f. are 14 years of age or older; or, if under the age of 14 years of age, are accompanied by a parent or guardian with training for the relevant room(s) and equipment.
3. Users of the Library's Makerspace and/or Recording Studio must:
 - a. check in with staff before accessing the relevant room(s) and equipment,
 - b. adhere to safety guidelines,
 - c. comply with directions by staff members,
 - d. monitor equipment during use,
 - e. immediately notify Library staff of any accident, injury or near injury to users,
 - f. immediately notify Library staff of any equipment damage or malfunction,
 - g. comply with time limits set by staff,
 - h. return any equipment borrowed or used in the same condition it was received,
 - i. clean their workspace when done and inform staff if this cannot be done.
4. Food is not permitted in the Makerspace or Recording Studio; drinks with lids are permitted, if not in direct proximity to equipment or materials.
5. The Bracebridge Library may charge a machine maintenance fee for equipment use.

6. A limited supply of materials for use with Makerspace equipment is available for purchase in the Makerspace. Users wishing to use large quantities of materials must speak to staff in advance.
7. Users wishing to use their own materials in the Makerspace are required to provide staff with the MSDS sheet for the materials. Library staff must confirm whether the materials can be used with Makerspace equipment before use.
8. The Library is not responsible for defects or equipment malfunctions.
9. The Library is not responsible for defects or equipment malfunctions.
 - a. is prohibited by provincial or federal law,
 - b. is unsafe, harmful, dangerous, or poses a threat to others,
 - c. is obscene or otherwise inappropriate for the Library environment,
 - d. promotes discrimination or hatred,
 - e. violates copyright.
10. The Library is not responsible for defects or equipment malfunctions.

Users who violate the Policy may have their project terminated, be asked to leave the Makerspace or Recording Studio, be banned from use of the Makerspace or Recording Studio rooms and/or equipment, be banned from the Bracebridge Library, or face legal action depending on the severity of the violation. Appeals may be made to the Chief Librarian & CEO of the Library.

Previous Revisions: n/a

Related Documents: OP-11 Library Patron Code of Conduct; OP-12 Taking Photos/Videos at the Library; OP-14 Internet and Technology Services; OP-19 Room Rentals; Bracebridge Library Makerspace and Recording Studio User Waiver

Appendix A:

Bracebridge Library Makerspace and Recording Studio User Waiver

1. I have read and agree to the Bracebridge Library's *Makerspace and Recording Studio Policy*.
2. I accept full responsibility for the room(s), equipment, and furniture during my session.
3. I understand I am responsible for the cost of cleaning, repair and/or replacement if room(s), furniture and/or equipment go missing or are damaged beyond reasonable wear and tear.
4. I understand that this waiver will be in effect throughout the year indicated by the date below and a new waiver will need to be signed each year.

Name:	
Library Card Number:	
Date:	
Signature:	

For individuals 18 and under:

Parent/guardian name:

Parent/guardian library card number:

Parent/guardian signature: