

Madison County Public Library Creative Studio and Maker Lab Policy (2025)

The Creative Studio and Maker Lab spaces at the Madison County Public Library are designed to foster learning, creativity, and exploration. These spaces provide access to technology and tools for creation, accommodating all skill and experience levels. While some equipment requires additional training, most programs are accessible to everyone. Both spaces are available for library programming, general customer use, drop-in hours, and events with community partners.

General Policies

The Maker Lab and Creative Studio are available for use during regular library hours. All tools and hardware in these spaces are free to use, along with an assortment of consumable materials. Customers are encouraged to bring their own materials, which must be approved by library staff before use to avoid potential damage to equipment or harm to users.

Customers are responsible for ensuring they have permission to use and/or edit any copyrighted material. Compliance with copyright and patent laws is required, and users must not infringe upon intellectual or artistic works without proper authorization.

Creative Studio and Maker Lab users may not imply library sponsorship or endorsement of any products created in these spaces.

Eligibility and Orientation

Adults aged 18 and older may use the spaces independently after completing an orientation session and signing the user agreement.

Children aged 13-17 must attend orientation with staff and have a guardian sign the agreement. Those under 13 must be accompanied by an adult unless participating in library-led programming.

Orientation sessions are mandatory and must be attended in person before using equipment.

Safety and Conduct

Safety is the library's top priority. Users must handle equipment properly and follow all safety guidelines. Accidents, including damage to equipment, must be reported immediately. The library is not responsible for injuries caused by use of equipment.

All users must wear closed-toe shoes while in these spaces. Food and drinks are prohibited in the Creative Studio and Maker Lab. Users must adhere to the Library Code of Conduct while on library property.

Equipment Usage

The spaces and equipment may only be used for lawful purposes. Prohibited uses include but are not limited to:

- Material that violates local, state, or federal laws.
- Unsafe, harmful, or dangerous items that pose a risk to others.
- Obscene or inappropriate content, as designated in the Library Code of Conduct

Customers may not modify hardware or software, or install new programs on library equipment or computers. Any work saved on library computers will be deleted and cannot be recovered. Users must save their files to an external storage device or online storage location. Library equipment may not be removed from the premises.

All users must check in with Creative Studio and Maker Lab staff and present their library card prior to using equipment. Equipment may not be left unattended during use, except for 3D printers.

Reservations and Use

Some equipment requires reservation and duration limits, including but not limited to:

- 3D Printer: 4 hours with 1 hour minimum
- Sewing Machine: 4 hours
- Cricut: 2 hours
- Omtech Laser: 4 hours
- Sound Studio: 4 hours

Reservations may be extended at staff discretion if there is no waiting list. Contact staff for booking information.

Customers are expected to clean up after themselves and return items to their proper locations. Projects left unclaimed for 30 days will be discarded. Repeated misuse of materials or failure to retrieve projects may result in restricted access for 30 days.

The library is not responsible for any personal property, files, or project outcomes, including errors in printing or manufacturing defects in tools and materials.

Photography and Publicity

The library reserves the right to photograph completed projects for promotional purposes, such as on the library's website or social media. Requests for exceptions due to copyright or patent concerns should be directed to the Technology Services Manager.

Enforcement and Revocation of Privileges

Access to the Creative Studio and Maker Lab may be denied if a customer violates these policies or any other library rules. Misuse of the spaces, equipment, or materials may also result in temporary or permanent loss of privileges.

Library staff reserve the right to halt, delete, or disallow projects that violate library policies.

Creative Studio and Maker Lab Use Agreement

By signing this agreement, I indicate that I understand the terms of this policy and agree to abide by it when using the equipment.

User's Signature

Date

User's Name (Printed)

Email Address and/or Telephone Number

Parent or Responsible Adult's Signature (if under 18)

Date

The library reserves the right to change this policy at any time.