

# Makerspace Guidelines

Makerspace equipment can be booked for individual use during open hours by Okanagan Regional Library members who meet the following requirements:

- An Okanagan Regional Library card in good standing. [Learn how to get a library card.](#)
  - Not a member? Ask us for options.
- Valid photo ID
- A completed and signed Makerspace Agreement and Makerspace Waiver
- Users under 14 must be actively accompanied by a parent or guardian who is a Makerspace user. Users between 14 and 18 must have their legal guardian sign their Makerspace Agreement and Makerspace Waiver
- Completion of a Safe Use Orientation
  - Some equipment will require specific certifications

## Guidelines:

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- Users must adhere to these guidelines as well as the following Okanagan Regional Library documents:
  - [Internet Policy](#) (p.g. 39)
  - [Rules of Conduct](#) (p.g. 44)
  - [Maker Responsibilities](#)
  - [Makerspace Safety Guide](#)
  - [Intellectual Property Guidelines](#)
- Equipment is generally bookable during library open hours and makerspaces close 30 minutes prior to the location closing.
- Contact each Makerspace for reservations details. If no reservations are made; tools and equipment may be available on a first come/first served basis.
- Library staff are available for limited assistance. Staff are not experts; however, they will assist as they can and both staff and users can learn together. Customers who need extra help are encouraged to book an appointment or take a class.
- Users who damage or misuse equipment will be charged a repair or replacement cost.
- Makerspace users must use the equipment in the makerspace and cannot take it offsite.
- Any materials used in ORL Makerspaces must be pre-approved by ORL staff.

- Users must save their work on an external memory device. It is the user's responsibility to delete and/or remove any of their files (digital and/or print) from library equipment. Once our computers restart, all work is lost.
- Users must not leave their project/job unattended – that they must remain with their project for the entirety of their booking: it is their responsibility that the equipment is operating as intended and to report equipment and errors to staff.
- No food or drinks of any kind are permitted.
- Makerspace computers are reserved for digital media projects and are not available for general computer use – i.e. email, social media, browsing etc.
- Locations may limit the number of people in a makerspace, recording studio, or green screen area.
- The makerspaces may be used for lawful purposes only and cannot be used to create content that is:
  - Prohibited by provincial or federal law.
  - Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others.
  - Obscene or otherwise inappropriate for the Library environment.
  - In violation of another's intellectual property rights; for example, the 3D printers and scanners may not be used to reproduce materials subject to copyright, patent, trademark, or industrial design protection.
- Any persons may be refused entry or removed from any ORL location for any behaviours unsuitable to the space.
- ORL reserves the right to refuse any request for use of equipment in ORL Makerspaces.
- ORL is not liable for any damaged material or media belonging to people using the ORL Makerspace equipment or facilities.
- The makerspace is an evolving resource; therefore, these guidelines are subject to change without notice.