Makerspace Policy

I. Purpose

The Jeffersonville Township Public Library (JTPL) provides a makerspace to support its mission to identify and meet the informational, entertainment, and technological needs of the community, fostering lifelong learning and informed citizenship in a welcoming environment. The use of the JTPL Makerspace is governed by the following policies and procedures.

II. Definition

The Makerspace includes the Recording Studio and the Multimedia Studio. Patrons wishing to use the Makerspace, or any equipment contained within it, must read and sign this policy before they may do so.

III. Policy

1. The Makerspace may only be used for lawful purposes. The public is prohibited from using the Makerspace equipment to create material that is:
    a. Prohibited by local, state, or federal law;
    b. Unsafe, harmful, dangerous, or poses an immediate threat to the wellbeing of others (such use may violate the terms of use of the manufacturer);
    c. Abusive, intimidating, disrespectful, racially charged, obscene, or otherwise inappropriate for the library environment;
    d. In violation of another's intellectual property rights. For example, the equipment may not be used to reproduce material that is subject to copyright, patent, or trademark protection.

2. JTPL reserves the right to halt, delete, or disallow the creation of items that violate Library policies, including the creation of weapons, obscene materials, or illegal items.

3. Patrons must have a valid JTPL library card in good standing to use the Makerspace areas.

4. Patrons aged 13 and up may use the Makerspace independently. Patrons aged 12 and under may use the Makerspace if supervised by an adult at all times.

5. Patrons must attend a mandatory safety and training certification class in order to use the laser cutter/engraver, 3D printer, vinyl printer, recording studio, multimedia studio, and any future tools/equipment acquired by JTPL that are determined to require such training.
    a. Each piece of equipment has a separate mandatory training class focusing specifically on that equipment which must be attended once. Afterwards the patron's certification will be on file.
    b. Patrons must attend these training sessions in person.

6. When using a tool that does not require specific training, the patron is certifying that they are capable of using that tool or equipment in a safe and proper manner.

7. Makerspace equipment may not be left unattended while in use; a patron aged 13 or older must stay with it at all times.

8. JTPL is not responsible for personal property or files.

9. Any accidents, including damage to JTPL property, must be reported immediately.The patron agrees that if any equipment becomes unsafe or in a state of disrepair, they must immediately discontinue use of equipment and notify staff.

10. Food and drinks without lids are not permitted in the Makerspace.

11. The library seeks to recoup material costs by charging fees based on material and machine maintenance costs plus Indiana sales tax. These fees are subject to change. Please consult the fee schedule on our website for current rates.
    a. Valid 501(c)(3) nonprofits may receive a 50 percent discount on Makerspace fees with the presentation of their official letter of determination from the IRS. This discount applies only to work done specifically for the nonprofit.
    b. Indiana tax-exempt organizations may receive a 50 percent discount on Makerspace fees with the presentation of their official and current Form ST-105. This discount applies only to work done specifically for the tax-exempt organization.

12. Only library-provided materials may be used in the vinyl printer.

13. Staff must approve all patron-supplied materials before they are used on machines to reduce the risk of damage to machines or harm to patrons within the Makerspace.

14. The patron is responsible for any costs for use of machines, materials, and supplies provided by JTPL, and for all loss or damage to JTPL property or clean-up expenses. The patron agrees to accept staff assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of items in part or in total.

15. JTPL is not responsible if a project is destroyed, does not print correctly, or does not work. The patron understands that JTPL is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied by the library.

16. Patrons will not modify the Makerspace's hardware or software, or install new programs onto the computers.

17. Library equipment cannot be removed from the Makerspace.

18. JTPL reserves the right to display photographs of printed objects on the library's website and social media. Special consideration for patent or copyright reasons will be considered by the Library Director.

19. JTPL reserves the right to deny Makerspace access if a patron violates any part of the Makerspace or any other JTPL policy, or for any other misuse of the space, as determined by library staff.

20. JTPL is not responsible for any injuries caused by the improper use of equipment.

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

Adopted by the Board of Trustees, January 21, 2020. Updated March 15, 2025; March 17, 2026, July 21, 2026; November 17, 2026