

**MIDDLETOWN TOWNSHIP PUBLIC LIBRARY****55 New Monmouth Road Middletown, NJ 07748****Phone: 732-671-3700 • www.mtpl.org****Middletown Public Library Makerspace Policy**

The goal of the Middletown Township Public Library Makerspace is to foster an environment where community members are welcomed and encouraged to connect, discover, and create. The Makerspace is a place where all are inspired to learn about emerging technologies and foster skills that can spark creativity and provide opportunities for lifelong learning.

Makerspace Hours:

Hours for the Makerspace will be a combination of daytime, evening, and Saturday hours. Hours are subject to change based on staff availability. Open make hours, group classes and private appointments are available. Please view the Makerspace Calendar at www.mtpl.org for more information.

Using the Makerspace

The Makerspace is open to all patrons with a valid Middletown Township Public Library card.

Patrons must be Age 9+ to use the Makerspace. Users under 16 years of age must be accompanied by an adult while in the Makerspace, as it contains potentially dangerous equipment. Parents/Guardians may not leave the child unattended or leave the room during their appointment time. No other children may be in attendance while the child and parent/guardian are using the Makerspace.

All users are required to take a Safety training and orientation class before using any equipment within the Makerspace, regardless of personal experience with said equipment.

All users are required to sign our Use and Liability agreement. Children under the age of 18 must have the waiver completed by a parent or guardian. Use of the Makerspace may be revoked by the library for any misconduct or violation of either agreement.

During open hours machines are available on a first-come first-served basis. The status of machine availability can be found on our Makerspace calendar ([link](#)).

Appointment bookings for machines are limited to 2 hours. Extensions can be requested through the Makerspace Librarian.

Projects must be completed during regular Makerspace hours. If staff determines that a proposed project cannot be finished within the open hours, the request may be rescheduled.

The Library reserves the right to refuse the production of any content at any time at the discretion of Library staff. Examples of objects that will not be produced include, but are not limited to:

- Any object that is unlawful, threatening, offensive, racially, ethnically, or otherwise objectionable.
- Violate patent, trademark, or copyright restrictions.
- In violation of the library's code of conduct, computer use policy, or any other library policy.

All projects and cleanup must be completed within 30 minutes of Makerspace closing time.

Food and drink are not allowed within the Makerspace.

Appointments:

Patrons may submit an appointment request through our online calendar, found **here**. This must be submitted for each appointment, even if the patron is working on a continuous project.

Patrons must request appointments at least 48 hours in advance. For new users, please note that you must complete the safety and orientation class for the machine you wish to use, prior to your first appointment. Please check our events calendar for dates and times.

When orientation training is complete, patrons will be issued a sticker that can be placed on your library card. The sticker indicates that the person has fulfilled the Safety Requirements and it will be noted on the patron's record what machines they are trained to work on without supervision.

Machine Usage:

Please see each individual usage policy for our Makerspace machines:

- [Makerbot Replicator+](#)
- xTool P2 Laser Cutter
- Embroidery Machine
- Makerbot Method
- Cricut
- Sublimation Printer
- Heat Press
- Laminator

Usage of patron's own materials and tools are dependent upon the machine being used within the Makerspace. All materials or tools being brought into the Makerspace must be approved by the Makerspace Librarian prior to being used in the Makerspace.

Rules of Conduct in the Makerspace:

Patrons are required to abide by The Middletown Public Library Rules of Conduct located [here](#) in addition to the Makerspace Rules of Conduct

- Do not touch or move any items that belong to other patrons.

- Patrons are required to clean up any materials or debris from their work and workspace.
- Unless approved by staff, all projects should be taken with patrons when their time is finished.
- Tools and other Makerspace items may not be removed from the Makerspace.
- Do not disturb or distract other patrons while they are working with any machinery within the Makerspace.
- Users may only use or book one machine at a time during their appointment or walk-in.
- Patrons must report any accidents, injuries, or unsafe behavior within the Makerspace to the Makerspace Librarian or any MTPL staff member.

Materials and Fees:

The Library may charge fees for certain materials it provides. Examples include mugs, poster printer paper, vinyl, etc. Fees will be posted on our website.

Patrons using their own materials must have them approved by the Makerspace Librarian prior to using any machine.

Failed prints, cuts, or other issues resulting in the loss of materials may still incur a materials fee. The library is not responsible for the outcome of any project.

Computer Use Policy:

Please abide by the Middletown Township Public Library Computer and Internet Access Policy located [here](#).

Introduced: September 18, 2024

Approved: January 15, 2025

Implementation Date: January 15, 2025