



Policy Manual

PUBLIC

P22: iCube Makerspace

The purpose of the iCube Makerspace is to provide the community with access to resources and emerging technologies that encourage collaboration, learning experiences, and empower users to be creative, playful and imaginative. Users of the iCube will respect the rights of others and the condition of its resources.

The following policy establishes terms of use:

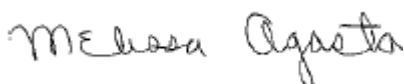
1. Equipment in the iCube may be used only for lawful purposes subject to any condition set forth in this policy or any other Library policy. The public will not be permitted to use the equipment in the iCube to create material that is:
 - a. Prohibited by local, state or federal law or regulation.
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
 - c. Obscene, sexually explicit or harmful to minors.
 - d. In violation of another's intellectual property rights. The patron will be responsible for compliance with all intellectual property laws, including patent, trade dress, trademark and copyright laws. Responsibility for possible copyright or any other intellectual property infringement lies solely with the user and the Library disclaims any responsibility or liability resulting there from. The person requesting to use iCube equipment is liable for any infringement. All Users using the Makerspace printer must sign the Library's waiver and release regarding intellectual property rights.
 - e. Weapons or weapon replicas of any kind.
 - f. Produced for commercial purposes or goods to be sold for profit.
2. The Library is not responsible for any manufacturing defects, issues with quality of workmanship, safety, or flaws or failures in materials associated with the use of the iCube's tools or equipment.
3. Computers in the iCube are to be used for digital content creation and creative work only.
4. The Library is not responsible for any loss of digital data or damage to materials provided by users.
5. Much of the iCube equipment can only be operated under the supervision of designated Library staff.

6. Only designated Library staff and volunteers have hands-on access to the 3D printer.
7. iCube total room capacity is 13 persons.
8. Equipment in the iCube is available for use on a first-come, first-served basis.
9. Patrons will avoid wasting supplies and only use them for their indicated use.
10. Patrons are responsible for bringing their own materials with the exception of 3D printing filament and when attending library sponsored workshops. However, Library staff must approve all materials before they are used.
11. Patrons are financially responsible for any and all damage done in the iCube and its equipment resulting from misuse or from failure to follow all rules, policies, procedures, and restrictions. All equipment failures and accidents must be reported to a library staff member immediately.
12. The Library Director and designated staff reserve the right to:
 - a. Refuse any request/service. If denied, the patron may appeal that decision to deny the request/service to the Library Board by sending a written notice of appeal to the Library Board President within 10 days of notice of the denial.
 - b. Review and approve all materials before using equipment in the iCube. If there is a problem with designs and/or production, the patron will be informed. The Library cannot guarantee a successful project or time frame of completion. Failed projects may be attempted two more times.
 - c. Stop a request due to time or equipment capabilities.
 - d. Set a limit as to the maximum amount of projects.
 - e. Close down the iCube at any time for programs or maintenance with little or no notice.
13. All Novi Public Library policies, including the Rules of Conduct, apply to the usage of the iCube. Failure to comply with iCube or Library policies may result in loss of iCube or Library privileges.
14. The Patron agrees to follow the safety policies and procedures involved with the Makerspace, including the following:
 - a. The Patron will follow all equipment safety procedures as documented in the training session, workshop and/or detailed in the owner's manuals. Owner's manuals will be available for review by the User.
 - b. The patron agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool, and notify Library staff.
 - c. The Patron must report any accident/incident that occurs to a Library staff member, at the time of the accident/incident.

15. The patron agrees that items used in the iCube are to be returned in the same condition as they were issued, barring normal wear and tear. The Patron agrees to pay for the loss or damage to any items and further agrees to accept the Library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total.
16. The Patron agrees to take precautions to avoid causing unnecessary mess. The Patron agrees to clean up his/her workspace following use and will inform a Library staff member in the event that they are unable to return a work surface, tool or equipment to its original state.
17. The Library is not responsible for the following:
 - a. The Library does not accept responsibility if a project is destroyed, does not print correctly or does not work.
 - b. The Library will not offer refunds for supplies used.
 - c. The Library does not accept responsibility if a patron's personal equipment (VHS, DVD) is damaged or destroyed while using the tools.
18. Food and drinks are prohibited when using the Makerspace.
19. Users must save their work on an external memory source – external hard drive, CD, DVD, or flash drive.
20. It is the responsibility of the User to delete and/or remove any files (digital or print) from the Library equipment in the Makerspace. The Library is not responsible for equipment or files (digital or print) left behind by Users.
21. Library staff will provide very limited assistance in using the equipment and software or transporting of supplies, equipment, or furniture to and from the Makerspace.
22. While the Library makes every effort to oversee the use of the equipment, usage of the equipment is not under the direction or control of the Library. The Library is not responsible for any object created with the use of the equipment, including any harm or injury incurred as a result of any usage of the equipment.

Approved: May 23, 2019

Signed:



Melissa Agosta
President
Novi Public Library Board of Trustees