Reviewed and Approved: 07/21/2026

INDIAN RIVER AREA LIBRARY

Makerspace Policy

1. STATEMENT of PURPOSE

   Welcome to *Indian River Area Library's* Makerspace. Please read and follow this policy and guidelines. It is the policy of the *Indian River Area Library* (IRAL) Board of Trustees to promote creativity, ingenuity, and entrepreneurship. The Makerspace supports lifelong learning and realization of ideas in a new way through hands-on creation and technology.

2. GUIDELINES FOR USE

   1. Tools and equipment are available to makers on a first come, first serve basis.
   2. Tools used in the space must be returned by the maker to their original location in a clean state. The workspace also needs to be cleaned before the maker leaves.
   3. IRAL is only able to provide free consumable materials on a limited basis. The maker agrees to avoid wasting supplies and materials.
   4. IRAL does not accept responsibility if a project is destroyed, or does not work.
   5. IRAL is not responsible for equipment or files left behind.
   6. IRAL reserves the right to halt, or disallow the creation of items that violate IRAL policy, including the creation of weapons, pornography, or illegal items.
   7. IRAL's Code of Conduct and Internet Use Policy apply to the Makerspace.
   8. 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.
   9. Your use of the Makerspace signifies your agreement with this policy and guidelines.
   10. For more detailed training, please schedule a lesson at the Circulation Desk.

3. REQUIREMENTS AND COSTS

   1. Makerspace Use and Release Agreement must be signed by all makers prior to using the Makerspace.
   2. Makers aged 13-17 may use the Makerspace without adult supervision.
   3. Children under the age of 13:
      a. Must have a parent, or legal guardian, sign the Makerspace Use and Release Agreement.
      b. Must be accompanied and supervised by a responsible adult while using the Makerspace.

4. The Makerspace is available for hourly reservation for up to 4 hours. Room fee is free for cardholders; non-cardholders rate is $5.00 per hour.
5. All makers must participate in mandatory, in-person certification training in order to use certain tools; they may not use these tools until the certification training has been completed as confirmed by IRAL staff.
6. When using a tool, the maker is certifying that they are capable of using that item in a safe and proper manner.
7. Staff is available to assist in explaining operation of tools and equipment as time allows, and will make available upon request materials such as manuals.
8. Makers with disabilities who need special arrangements or accommodations are requested to notify staff as far in advance as possible before their expected time of use.
9. Makers may bring in their own materials, but staff must approve all user-supplied materials before they are used on equipment. IRAL staff reserve the right to disapprove certain materials, tools, etc., in their discretion.
10. The maker is responsible for repairment or replacement of damaged equipment in the Makerspace; the method chosen is at the discretion of IRAL staff.

4. SAFETY GUIDELINES

1. Certain items may require hair and any dangling items, like jewelry, to be secured or covered before use.
2. If a maker sees that any tool or piece of equipment is unsafe or in a state of disrepair, the maker must immediately discontinue use of the tool and notify IRAL staff.
3. The maker must report to a staff member any accident or incident that occurs and if unsafe behavior is witnessed, that behavior should be reported to a staff member at the time of the incident.
4. Projects and materials may be subject to approval by staff prior to use of machinery.
5. Your use of the Makerspace signifies your understanding that your safety is your personal responsibility, not that of IRAL staff.

USE AND RELEASE AGREEMENT

You are required to read the following information very carefully and make sure that you understand it fully and sign it before using the Indian River Area Library's Makerspace or participating in a program in the Makerspace. I, _____, agree to abide by the Indian River Area Library Policies. I am fully aware that participation in the Makerspace may result in risk of personal injury or harm. In consideration of being granted the opportunity to participate, I hereby agree to release and hold harmless the Indian River Area Library, its officers, employees, volunteers, committees and boards, from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law. This indemnification and hold harmless agreement shall include indemnity against all costs (including without limitation, reasonable attorney's fees and court costs), expenses and liabilities incurred in or in connection with any such claim or proceeding brought thereon and in defense thereof.

I certify that I have been properly trained on the use of the following equipment and agree to follow proper use and safety guidelines:

Equipment: Initial/date when training was completed:

Sewing Machine _____ 3D Printer _____

Cricut _____

I have read and understand this release, indemnification and hold harmless form & I voluntarily sign it.

Name_____

Parent/Guardian Name - if child above is under 18 _____

Parent/Guardian Signature_____

Address

_____

Signature_____ Date _____