

THE NEW CANAAN LIBRARY MAKERLAB PROGRAM POLICY AND PROCEDURE

PURPOSE

The New Canaan Library ("Library") offers a MakerLab Program which, among other facilities, includes conditional access to 3D printers. This policy establishes how and under what circumstances the public may participate in the Program.

MAKERLAB PROGRAM POLICY

Library patrons may participate in the Program on the following conditions:

- I. Only users who have signed this form may participate in the MakerLab Program.
- II. The MakerLab equipment may only be used for the purposes and in the manner for which it was designed. For example, experimental 3D printing materials, such as bananas, may not be used.
- III. The MakerLab equipment, including 3D printers, may be used only for lawful purposes. Users may not create material that is:
 - a. Prohibited by local, state or federal law.
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
 - c. Obscene or otherwise inappropriate for the Library environment.
 - d. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.
- IV. The Library reserves the right to refuse any request to use any MakerLab equipment.

The procedure for using the Library's 3D printers is as follows:

Anyone wishing to use a 3D printer must first be certified and sign this form

- 3D printers may only be used by participants who have been certified by Library staff
- Certification requires training and an assessment of your competence by Library Staff. You will receive your certification based on the Library staff's assessment of your knowledge of the equipment and procedures following training. Certification may be revoked by Library Staff at any time, in their discretion.
- To register for a training session, check our MakerLab events calendar at (<http://newcanaanlibrary.org/calendar/category/making-crafting/makerlab/>) to see when classes are being offered and register. You can also register by calling the Reference Department at 203-594-5003.
- You will need to sign and submit this form at the training session. **Minors who attend a training session must have the form signed by a parent or guardian.**
- An adult must accompany and supervise any child under the age of 12.
- Items printed from Library 3D printers that are not picked up within 7 days will become property of the Library. Items must be identified to the staff in advance and picked up by the individual who printed them.

Once the above requirements have been completed

- You can schedule a 2.5-hour session to use the 3D printer by visiting or calling the Information Desk at 203-594-5003.
- During peak times (M-F 3:00 PM to close and weekends) you may only reserve one printer.
- Currently there is no charge to New Canaan residents for printer materials, but it is anticipated that a fee may be charged in the future to cover the cost of materials and other expenses.
- We want you to enjoy your experience with this new technology. If you need additional help after attending a training session, run into a problem during a print, or have any questions about the equipment, seek assistance at the Information desk.

Please note that procedures governing the use of the Library's 3D printers are subject to change.