



Policy Name:	<b>Makerspace</b>
Policy Type:	<b>Operational</b>
Policy Number:	<b>OP-11</b>
Original Adoption Date:	<b>May 2025</b>
Current Approval:	<b>May 2025</b>
Review:	<b>May 2027</b>
Motion:	<b>2025:41</b>

## **Makerspace**

### **1. Purpose:**

The purpose of this policy is to provide guidelines for the Orillia Public Library Makerspace and its services as offered to Library users. The Makerspace is a community hub that provides access to a diverse range of tools and equipment to foster creativity, education, recreation and community engagement.

### **2. Policy:**

The Orillia Public Library (OPL) provides public access to the Makerspace in keeping with its role of providing equal access to information and resources, which meet the needs of the community.

the Library, and, all Library employees.

### **3. Procedure**

#### **Section 1 – General Guidelines**

- a. The Makerspace equipment and supplies are available to all patrons with accounts in good standing. Anyone who is not eligible for a free Orillia Public Library card must purchase a paid membership to use Makerspace equipment.
- b. Usage of the Makerspace must be supervised by Employees at all times. If a trained Employee is not available, the Makerspace will be closed to the public.
- c. Parents/Guardians are responsible for their children's use of the Makerspace and



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equipment. Children aged 12 and under are not to be left unattended in the Makerspace.

- d. Reserving time on Makerspace equipment is recommended to ensure availability. Those who have made appointments will have priority access to equipment and staff time. Bookings may be limited to the time reserved. If more time is needed, patrons may continue using the equipment as long as no other appointments are scheduled and no one else is waiting. To ensure equitable access, the Library reserves the right to limit the number of bookings any individual may have at one time. Generally, this will be limited to one advance booking at a time. Reservations are only held for fifteen (15) minutes after they are scheduled to begin.
- e. Patrons using Makerspace equipment are required to remain with the equipment while their job is in progress, unless otherwise arranged. Patrons who are 3D printing will be granted an exception to this rule due to the significant amount of time required to complete print jobs.
- f. The Makerspace may be subjected to capacity limits.
- g. No food of any kind is permitted within the Makerspace. Only beverages in lidded containers may be brought into the space.
- h. Materials for use with Makerspace equipment are available for purchase in the Makerspace. Patrons wishing to use their own materials in Makerspace equipment must have it approved by Makerspace staff to ensure it is safe and compatible with Makerspace equipment.
- i. Patrons approved to use their own materials with Makerspace equipment may still be charged a machine use fee where applicable.



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- j. Any injuries or accidents must immediately be reported to the Library staff on duty.
- k. Patrons must save their work on an external memory device. It is the user's responsibility to delete and/or remove any of their files (digital and/or print) from library equipment in the Makerspace.
- l. Patrons are not permitted to mass produce items or create items for re-sale without prior permission from the Information Services Director. Approval will be based on the number and type of items produced.
- m. Patrons are required to use the Makerspace in a safe, responsible and ethical manner. All patrons must adhere to all Library policies and current applicable laws, including but not limited to health and safety policies and equipment operating procedures, copyright laws and licensing agreements, and may not create, access, display or distribute illegal material or material that contravenes the ***Ontario Human Rights Code*** or that is obscene, harassing, racist, malicious, fraudulent, or libelous. Library management has final authority over whether usage of the space is in line with current guidelines. The Library is not responsible for any infringement of copyright, or any other violation committed by Library users.
- n. Users who damage Makerspace equipment through misuse and/or contravention of equipment procedures will be charged the replacement cost of the equipment and/or damaged material. Any user who introduces a virus, misuses or damages the equipment, attempts to delete or modify either hardware or software, will be held responsible for all damages.
- o. Library and Staff will make every effort to assist patrons in completing projects to their satisfaction, the final outcome is the sole responsibility of the Makerspace



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User. As such, the Library cannot be held responsible if the final product does not meet expectations, including but not limited to misprints, faulty designs or damage to patron's personal equipment or materials. Patrons will be responsible for the machine use costs and materials used.

- p. The Library is not responsible for any product, creation, or project once it has been completed and given to the user. After that point, the patron is fully responsible for its care, maintenance, and use. The Library is not liable for any damage, wear and tear, or misuse that occurs after the item leaves the Library. However, defects in design or quality caused directly by the Library's equipment, materials, or staff assistance may be reviewed within 7 days of receipt.
- q. The Library reserves the right to revoke any patron's access to the Makerspace and Library privileges if Makerspace usage is not in compliance with this policy.

## **Section 2 – Group Booking**

The Orillia Public Library Makerspace may host groups during regular Makerspace hours or arrange an alternate time outside of regular Makerspace hours, however they must be within standard Library opening hours.

Groups must meet the criteria for an institutional membership. Groups that meet regularly but do not otherwise qualify for an Institutional Membership may request a group visit. Requests will be considered and approved at the discretion of the Director of Information Services. All members of informal groups will be required to hold a valid Orillia Public Library membership. This could include groups such as Homeschool groups, social clubs etc.

- a. Types of Group Visits
  - i. General Use



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- 1) Individuals representing community groups and organizations can book equipment for general use during regular hours. These will be treated like a standard individual booking and will take place during regular Makerspace hours. General Use booking will be guided by the terms of the Makerspace User Agreement. Due to capacity limits, a maximum of four group members can attend without prior arrangement.
  - 2) Individuals representing a group or organization may make a General Use booking either using an Institutional Membership for the organization that they represent, or a personal Orillia Public Library membership in good standing.
  - 3) Orillia Public Library members in good standing may use the Makerspace on behalf of a group or organization, including those based outside Orillia.
- ii. Specialized Group visits
- 1) Organizations can request a "Specialized Group Visit" to the Makerspace, which may include tours or group activities. These visits must be arranged with Makerspace staff and approved by the Director of Information Services before finalizing the booking.
- b. Makerspace Group and Specialized Group visits will be guided by the following:
- i. Library programs and services, meetings, and events have first priority for scheduling, after which other request are considered on a first-come, first-served basis. There may be times that the Library is not able to accommodate a request for a Specialized Group Visit.



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- ii. Private social or celebratory events, such as baby showers, wedding receptions, and parties cannot be accommodated in the OPL Makerspace.
- iii. Group visits will be supervised by Library staff.
- iv. All activities and behaviours must abide by the Library's Code of Conduct and the Makerspace User Agreement.
- v. Group organizers or organizations may be responsible for any damages to the equipment, room or otherwise that arise due to negligent or willful misuse of the space or equipment. These costs could include repairs, replacements and/or cleaning.
- vi. Posting any material on the walls or other surfaces requires prior approval.
- vii. Group visits are limited to the open hours of the Library. Group visits must end 15 minutes prior to the closing time of the Library unless otherwise arranged at the time of booking.
- viii. The Library will not knowingly permit any individual or group in contravention of the Criminal Code of Canada to arrange a Specialized Group Visit to the OPL Makerspace.
- ix. The Library will not knowingly permit any individual or group to book a visit to the OPL Makerspace for a purpose that is likely to promote, or would likely have the effect of promoting discrimination, contempt or hatred for any group of person on the basis of race, ethnic origin, place origin, citizenship, colour, ancestry, language, creed (religion), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, political affiliation, membership in a union or staff association, receipt of public assistance, level of literacy or any other similar factor.



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- x. A fee may apply to Group and Specialized Group Visits. Costs will be set at the discretion of Makerspace Staff and the Director of Information Services, with the agreement of the group visit organizer. Payment of the agreed upon cost will be due at the time that the visit takes place.

### **Section 3 – Refusing or Cancelling a Group Visit Request**

- a. To ensure equitable access, the Library reserves the right to limit the number of bookings any group may have at one time. Generally, this will be limited to one advance booking at a time.
- b. The Library reserves the right to accept or refuse a Specialized Group Visit request, or to cancel a booking. Reasons for doing so could include, but are not limited to:
  - i. The Library requires the use of the space for Library programs/services.
  - ii. The Library has insufficient staff or material resources to deliver the requested or scheduled Specialized Group Visit.
  - iii. The intended use of the room contravenes municipal, provincial or federal legislation.
  - iv. The organizer of the booking has misrepresented its aims or intentions with regards to the Specialized Group Booking.
  - v. There is the likelihood of physical danger to participants or misuse of the Library property or equipment.
  - vi. The organizer, group members, or the organization has failed to comply with the terms and conditions during previous visits to the Library.



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### **Related Documents:**

- [\*Criminal Code of Canada, RSC, 1985\*](#)
- [\*Ontario Human Rights Code, R.S.O. 1990\*](#)
- Orillia Public Library: Accessibility in the Library (OP-15)
- Orillia Public Library: Code of Conduct (Public) (OP-03)
- Orillia Public Library: Safety, Security, and Emergencies (OP-02)
- Orillia Public Library: Internet Services and Technology (OP-07)
- Orillia Public Library: Makerspace Booking Form
- Orillia Public Library: Makerspace Group Booking Request Form
- Orillia Public Library: Makerspace User Agreement
- Orillia Public Library: Meeting Rooms (OP-08)
- Orillia Public Library: Programming (OP-06)