

## **North Logan City Library**

### **Makerspace Policy**

#### **Purpose**

The purpose of the Media MakerSpace is to provide library patrons access to various digital media technologies that support their educational endeavors and personal goals.

#### **Eligibility**

The Media MakerSpace is available to library patrons ages 12 and up. Users 12-17 must have a parent or legal guardian sign an agreement form. All users must sign in at the front desk.

#### **Conditions of Service**

The Media MakerSpace may be used in two-hour increments. The managing member of library staff may choose to grant more time if necessary. Patrons are required to sign in at the circulation desk.

#### **Use Agreement**

First time users must read the Media MakerSpace Policy and Rules and sign the agreement form stating they will comply with the rules. Users are financially responsible for any misuse or damage to equipment. Users younger than 18 must have a parent or legal guardian sign the agreement form.

Violation of the rules, responsibilities, and agreements set forth in this policy and violations of Utah State Code 76-6-703 and Utah Code Annotated 9-7-215, may result in disciplinary action. At the discretion of the library staff, loss of library privileges may occur. Severe violations may result in legal action. Appeal of this decision may go to the Library Board.

#### **Rules**

- The Media MakerSpace is open during normal library hours but closes 30 minutes prior to the library closing.
- No food or drinks of any kind are permitted.
- If a computer is not working or you are having trouble with the equipment, please contact staff at the front desk.
- It is the responsibility of the library patrons to delete and/or remove any of their files or information from library equipment in the Media MakerSpace. The library is not responsible for equipment or files left behind.
- Be respectful to the next person coming to use the Media MakerSpace. Save your work in a timely manner. Please note that larger files take longer to save. Any work saved on library computers will be deleted once you are logged off.

**Approved by the North Logan City Library Board: 10/02/2018**