

**Franklin-Springboro Public Library**  
**Makerspace Policy and User Agreement**  
*Approved on August 21, 2025 by the Library Board of Trustees*

**ELIGIBILITY FOR USE OF THE MAKERSPACE**

Use of the Makerspace requires a valid **Franklin-Springboro Public Library (Library) card** and a **Makerspace User Agreement (MUA)** form on file. Library staff reserves the right to end a patron's Makerspace session or MUA at any time.

Minors using the Makerspace must have an MUA signed by a parent or guardian on file. Parent/guardians are responsible for supervising minor Makerspace users for the entirety of their session. A minor's use of the Makerspace constitutes acceptance of the *Makerspace User Agreement* and the release of liability by the minor's parents or guardians.

**RULES OF USE**

Use of the Makerspace is subject to the rules in this *Makerspace User Agreement*, the Library's *Conduct Policy* and *Computer and Internet Access Policy* as well as any other applicable Library policies and procedures. Failure to abide by all applicable policies and procedures will result in suspension or loss of Makerspace use privileges and may also include revocation of Library access.

Users of the Makerspace agree to respect any and all applicable copyright laws, intellectual property rights, and licensing agreements. Furthermore, users agree not to use the Makerspace in violation of any local, state, or federal ordinances, regulations, or laws.

All Makerspace equipment should be used in a manner consistent with the proper use of each device. Equipment should not be mishandled or used in a way that can cause damage. Some equipment may require users to complete a safety and operation training before use. Staff have the right to end the use of equipment if deemed necessary.

Library staff will assist patrons using the Makerspace to the extent that time, other duties, and patron demands will allow.

All work must be completed 15 minutes prior to the Library closing. Projects and print jobs cannot be left running or suspended while the Library is closed. The Library assumes no responsibility for projects that are unable to be completed within the time frame. Users are responsible for all the use and material costs associated with incomplete projects.

**FINANCIAL RESPONSIBILITY**

Adult users and the parents/guardians of minors are responsible for paying for material and supplies usage, damage to equipment resulting from misuse, and/or cleaning costs. Failure to self-report material or supply usage and pay for use of equipment and/or material will result in suspension of Makerspace and borrowing privileges.

## ASSUMPTION OF RISK, RELEASE OF LIABILITY AND INDEMNIFICATION

User agrees that the Library provides no warranties or merchantability or fitness for particular purposes or use concerning any project or items made using Library equipment, tools, or materials.

User acknowledges that utilizing the Makerspace involves potential risks, such as those related to using tools, materials, and equipment, and agree to assume those risks. Users agree to release the Library from liability for any injuries, property damage, or losses that may occur while using the Makerspace. Users agree to indemnify and hold harmless the Library from any claims or liabilities arising from their use of the Makerspace.

## ACKNOWLEDGEMENT

I have read the Makerspace Policy and User Agreement, and agree to follow all rules, policies, procedures, and restrictions relating to use of the Makerspace. I understand that these rules, policies, procedures, and restrictions may change at any time without notice and that I will make myself aware of all changes or modifications.

I agree that by signing this agreement and/or utilizing the Makerspace, I shall defend, indemnify, and hold harmless the Franklin-Springboro Public Library, its officers, officials, employees, and volunteers from and against any and all claims, suits including attorney fees, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of my use of the Makerspace.

I also understand and agree that I am financially responsible for any and all damage done to the Makerspace equipment resulting from my misuse or failure to follow all rules, policies, procedures, and restrictions. I understand that I am responsible for and agree to pay the repair, cleaning, and/or replacement costs of the equipment resulting from such actions.

I understand that I am fully responsible for any and all borrowed equipment and tools including their safe and timely return. If equipment or tools are damaged, lost, stolen, or missing, I understand that I am responsible and agree to pay the associated replacement cost.

I agree to pay for any and all use and material fees involved in the use of the Makerspace.

\_\_\_\_\_  
Full Name of User

\_\_\_\_\_  
Library Card Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### APPLICABLE ONLY FOR MINORS

\_\_\_\_\_  
Parent or Legal Guardian Full Name

\_\_\_\_\_  
Parent/Guardian Library Card Number

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

### STAFF USE ONLY

\_\_\_\_\_  
Staff Member

\_\_\_\_\_  
Location

\_\_\_\_\_  
Appointment Date/Time

\_\_\_\_\_  
Equipment/Tools/Materials