

# Makerspace Orientation Summary

## Age requirements

- Patrons 18 and older may use the makerspace with no restrictions.
- Patrons aged 15-17 may use the Makerspace by themselves once they take the orientation and have an adult sign their waiver
- Patrons under age 14 may use the Makerspace if they are directly supervised by an adult (18+) who has taken the orientation.

## About the space

The Makerspace is on the second floor of the Estes Valley Library at 335 East Elkhorn Avenue, Estes Park, Colorado.

The Makerspace is open for drop-in use as well as equipment reservations during library open hours, except when the room is reserved for a program. You can check for reserved times using the online calendar ([estesvalleylibrary.org/makerspace/calendar](https://estesvalleylibrary.org/makerspace/calendar)). A paper version is also posted on the Makerspace whiteboard.

## Tools

[estesvalleylibrary.org/makerspace/tools](https://estesvalleylibrary.org/makerspace/tools)

Patrons may bring their own tools to support their Makerspace projects as long as they are suitable for the space (does not present a risk of fire or require special ventilation, et cetera). Please email [makerspace@estesvalleylibrary.org](mailto:makerspace@estesvalleylibrary.org) if you are not sure.

## Makerspace Guidelines

**By completing this orientation, you commit to keeping the Library Makerspace and its equipment available for everyone.** If you fail to follow these guidelines and the additional equipment-specific guidelines outlined in trainings, you may be required to retake orientation or training. Repeated failure to follow these guidelines may result in removal of your Makerspace privileges.

**Respect yourself, respect others, respect the equipment.**

## Behavior

You must follow all library policies when using the makerspace, including the Patron Behavior Policy.

## Safety

On your first visit, note the location of the marked "First Aid" cabinet. Read all instructions and labels when using equipment, and use care around hot, sharp, or motorized equipment. Wear the provided safety glasses when using equipment that might create flying particles (including saws,

drills, wire cutters, and soldering irons). Follow additional equipment-specific safety guidelines as outlined in laser and 3D printer training classes.

## Availability

The library offers makerspace equipment as a learning opportunity for patrons and strives to make the equipment available for as many patrons as possible. **There is no restriction on for-profit use of makerspace equipment**, but availability for all patrons will be prioritized. Your equipment use may be limited if necessary.

Equipment is not guaranteed to be available and is provided as-is. Understand the limitations of each piece of equipment and use them properly and respectfully to ensure that they are available for the next patron. Report missing, defective, or malfunctioning equipment to a staff member or email [makerspace@estesvalleylibrary.org](mailto:makerspace@estesvalleylibrary.org)

## Access, training, and help

Access to makerspace equipment is limited to those patrons with a valid library card who have taken this orientation and, if applicable, completed equipment-specific training.

Training is not comprehensive, but rather the minimum needed to operate the equipment without damage or injury. Read the instructions included with the equipment. Do not use the laser cutter or 3D printers until you have attended a training class. Plan to seek out additional tutorials, assistance, and training to help your projects succeed.

Library staff are often unavailable to assist with makerspace activities. If you need more guidance to use the equipment properly and safely, plan to use the space during the regularly scheduled times where a volunteer guide can offer help, attend a makerspace-focused library program, or sign up for a 3D Printer or Laser training class. [Check guided hours, programs, and training class schedules at estesvalleylibrary.org/makerspace/calendar](https://estesvalleylibrary.org/makerspace/calendar)

## Storage, Care, & Cleanup

Return equipment to its designated storage space after use. Do not remove equipment from the Makerspace. Remove any personal items upon leaving. Your items, including supplies and projects, cannot be stored in the Makerspace.

Clean up your work area when finished. Protect the tables with the provided paper and table pads during projects that could scratch, mark, or stain the surface. Use the provided sawhorses and workbench top when drilling, sawing, or hammering. Do not drill, saw, or hammer on the work tables. Use the provided cutting mats when using cutting blades. Use the provided work surfaces when using soldering irons.

## Supplies

For our equipment that requires specialty supplies, starter kits and project kits are available in the Makerspace on a first-come, first-serve basis. Please take only one kit of each kind per library card.

Patrons are encouraged to bring their own project supplies as long as they are suitable for the equipment. Look in your starter kit or online at [estesvalleylibrary.org/makerspace](https://estesvalleylibrary.org/makerspace) for suggestions for purchasing supplies that work with our equipment. There are some shared supplies available for use in the makerspace (tape, glue, saw blades, etc). Please be respectful when using these and ensure you are leaving enough for everyone else. Let the staff member at the Computer Commons desk know when supplies are getting low.

## Makerspace Use Agreement and Release of Liability

[Your acknowledgement of the Use Agreement and Release of Liability is included in your confirmation email and is on file at the Library]

The Estes Valley Public Library District (EVPLD) provides patrons with the opportunity to use its Makerspace facilities and equipment, as described in more detail below. Your use of Makerspace facilities and equipment is entirely optional and voluntary and is for purposes of recreation, education, and/or self-improvement. In order to use the Makerspace facilities and equipment, each Makerspace user (a patron who is aged 15 or older) (“Makerspace User”) must review this Agreement, provide the Makerspace User information requested in Section 1 below, and sign and comply with this Agreement. If the Makerspace User has a legal guardian or other person legally responsible to sign documents such as this, the guardian/legally responsible person must sign in the space designated below. This document includes a Release of Liability that releases EVPLD and others related to it from liability for personal injuries and other losses resulting from the Makerspace User’s use of the Makerspace facilities and equipment.

### **Section 1: Makerspace User Information & Emergency Contact**

[Collected and filed during online orientation]

**Section 2. Conditions of Use:** By signing below, you represent to EVPLD that: (1) you are capable of participating in the Makerspace Activities (as defined below); (2) You will comply with all EVPLD policies and procedures, including all Makerspace policies, guidelines, and instructions; (3) You will be responsible to pay any EVPLD charges or fees for use of Makerspace tools, equipment and materials, and for damage, loss or clean-up of EVPLD property, which may be valued and billed to your EVPLD account or by other means, in EVPLD’s discretion; and (4) all insurance of Makerspace User applicable to any injuries or claims arising out of the Makerspace Activities (defined below) shall be primary with any applicable EVPLD insurance being secondary.

**Section 3. Makerspace Activities; Assumption of Risk:** EVPLD’s Makerspace facilities and equipment include, but are not limited to, recording devices, circuit boards, electrical wiring, electronic equipment, saws, drills, screwdrivers, wood and metal working tools, 3-dimensional printing machines, computer equipment, wood, metal, plastic and composite supplies and materials, glue, solvents, nails, screws, and other working parts. While most tools, equipment, and supplies will be provided by EVPLD, on occasion such items will be supplied by users. Makerspace Users may work alone or share Makerspace work space, tools and equipment with other users and EVPLD staff. EVPLD may require users to wear specified safety gear, and undergo training, but safety gear and training may not always be available. Surfaces of floors, work benches and tables in Makerspace areas may have debris, dust, liquids, and sharp objects. Not all activities of Makerspace User or other users can be supervised at all times. All above referenced and other use of Makerspace work areas, facilities, tools, and equipment, whether alone or with others, whether supervised or not, and whether performed according to EVPLD policies, procedures, and safety rules, or not, shall be referred to as the “Makerspace Activities.”

The undersigned Makerspace User understands and acknowledges that the Makerspace Activities involve various hazards, dangers, and risks, including without limitation, and by way of example, the risk of trips, slips and falls; cuts, broken bones, burns, and other wounds to hands, head, feet, eyes and other body parts; electrical shock; exposure to dust, fumes, smoke, noise, and vibrations; and accidents due to negligence of other users or EVPLD staff or vendors, or due to defective or inadequate facilities, equipment, tools, machinery, or due to inadequate maintenance or repair, training, instructions, supervision, first aid and medical treatment, or safety gear. The risks also include other risks arising from Makerspace User's involvement in the Makerspace Activities, including unpredictable risks and risks inherent in the use of the work areas, facilities, tools and equipment used in Makerspace Activities. Each Makerspace User acknowledges that such Makerspace User's participation in Makerspace Activities involves risks of accidents and serious personal injury and illness, paralysis, permanent disability, and even possibly death, of the Makerspace User. All above-referenced risks and other risks arising from the Makerspace Activities are referred to herein as the "Risks."

The Makerspace User represents to EVPLD that he/she/they will acquire the knowledge and skill to fully evaluate the risks and any other potential risks and will not engage in any activity that he/she/they believe presents an unacceptable risk.

The undersigned Makerspace User expressly assumes, for such Makerspace User, and for such Makerspace User's heirs, family and estate, executors, administrators, assigns, and personal representatives, all Risks arising from the Makerspace User's participation in Makerspace Activities, whether those Risks are known or unknown, or are predictable or unpredictable, or are Risks inherent in the Makerspace Activities.

**Section 4. Release of Liability and Indemnification of Claims of Makerspace User:** In consideration for the privilege granted to the Makerspace User to participate in the Makerspace Activities, and with full awareness and appreciation of the Risks involved, the undersigned Makerspace User, for and on behalf of the Makerspace User and Makerspace User's heirs, family and estate, executors, administrators, assigns, and personal representatives, hereby releases and agrees to indemnify and hold harmless EVPLD, its Board of Trustees, and all organizations related to EVPLD, including the Friends of the Estes Valley Public Library District and the EVPLD Foundation, and EVPLD's and its related organizations' affiliates, directors, officers, trustees, employees, volunteers, contractors, agents, representatives and successors and assigns (the "Released Parties") of and from any and all claims, demands, liabilities, and causes of action that may arise from or could be made against or incurred by the Released Parties or any of them with respect to any and all property damage, economic loss, medical expense, personal care expense, disability, disease, personal injury or illness whether physical or mental in nature, and/or death, whether caused by negligence or otherwise, suffered by the Makerspace User and arising from the Makerspace User's participation in the Makerspace Activities, and the Risks, including all claims of the undersigned Makerspace User. This Release and Indemnification includes all damages, costs, expenses, attorneys' fees, and economic and other losses which may be sought in any such claims.

**Section 5. Consent to Medical Treatment:** If the Makerspace User is injured or becomes ill while involved in Makerspace Activities, the Makerspace User hereby authorizes EVPLD and its employees, volunteers, agents and representatives to obtain and consent to, on the Makerspace User's behalf, medical care, including without limitation, medical treatment, hospitalization, ambulance transportation, anesthesia, and X-ray and other exams and tests. The undersigned Makerspace User agrees to pay all costs of such medical care and transportation.

**Section 6. Miscellaneous:** The Makerspace User agrees that EVPLD provides no warranty of merchantability or fitness for a particular purpose, use, or safety concerning any tools, instruments equipment provided in, or project or items made using EVPLD equipment, tools or materials. If any provision of this document is determined to be invalid for any reason, such invalidity shall not affect the validity of any other provisions, which other provisions shall remain in full force and effect as if this Agreement had been executed with the invalid provision eliminated. By signing below the undersigned person agrees that this document is intended to be as broad and inclusive as permitted under applicable law. This document is governed by Colorado law, and any claims brought concerning it must be commenced in the state courts of Larimer County, Colorado, or the U.S. District Court for Colorado. This document shall not be amended except by a written document signed by the Makerspace User and the Executive Director of EVPLD.

By checking this box, I represent to EVPLD that I have carefully read this Agreement in its entirety and understand it, and I voluntarily agree to all statements and provisions of this Agreement, including the Release of Liability and Indemnification. I am sufficiently informed about the Makerspace Activities and Risks involved to decide whether to sign this Agreement. I attest that I am fifteen (15) years of age or older.

**Name of Legal Guardian/Legally Responsible Person 18 Years or Older**

Makerspace users between 15-17 years old, or those 18 years or older who have a legal guardian, require consent from a legal guardian/legally responsible person to use the Makerspace

[First and last name]

**Consent of Legal Guardian/Legally Responsible Person 18 Years or Older**

I represent to EVPLD that I am a legal guardian or other person legally responsible for the Makerspace User with authority to sign this Agreement for and on behalf of the Makerspace User. I have carefully read this Agreement in its entirety and understand it, and I voluntarily agree to all statements and provisions of this Agreement, including the Release of Liability and Indemnification of Section 4, for and on behalf of the Makerspace User. I am sufficiently informed about the Makerspace Activities and Risks involved to decide whether to sign this Agreement for the Makerspace User. I represent that I am eighteen (18) years of age or older.