



MAKERSPACE POLICY

The Jackson County Public Library (JCPL) provides a Makerspace at the Seymour Library to support its mission to Connect, Learn and Grow.

Customers wishing to use the Makerspace, or any equipment contained within it, must read and sign this policy before they may do so.

1. The Makerspace may only be used for lawful purposes. The public is prohibited from using the Makerspace equipment to create material that is:
 - Prohibited by local, state, or federal law;
 - Unsafe, harmful, dangerous, or poses an immediate threat to the wellbeing of others;
 - Abusive, intimidating, disrespectful, racially charged, obscene, or otherwise inappropriate for the library environment;
 - In violation of another's intellectual property rights. Example: the equipment may not be used to reproduce material that is subject to copyright, patent, or trademark protection.
2. JCPL reserves the right to halt, delete, or disallow the creation of items that violate library policies, including the creation of weapons, obscene materials, or illegal items.
3. Customer must have a valid JCPL library card in good standing to use the Makerspace area and must pay at the checkout desk when project is completed.
4. Customers aged 13 and up may use the Makerspace independently. Customers aged 12 and under may use the Makerspace if supervised by an adult at all times.
5. Customers must attend a mandatory safety and training certification class in order to use the laser cutter/engraver, 3D printer, and any future tools/equipment acquired by JCPL that are determined to require such training. Afterwards, the customer's certification will be kept on file.
6. Customers must attend these training sessions in person.
7. When using a tool that does not require specific training, the customer is certifying that they are capable of using that tool or equipment in a safe and proper manner.
8. Makerspace equipment may not be left unattended while in use; a customer aged 13 or older must stay with it at all times.
9. JCPL is not responsible for personal property or files.
10. Any accidents, including damage to JCPL property, must be reported immediately. Customer agrees that if any equipment becomes unsafe or in a state of disrepair, they must immediately discontinue use of equipment and notify staff.
11. Food and drinks are not allowed in the Makerspace.
12. The library seeks to recoup material costs by charging fees based on material and machine maintenance costs plus Indiana sales tax. Fees are subject to change and are posted in the makerspace.
13. Only library provided materials may be used in the vinyl printer, once its purchased.
14. Staff must approve all customer supplied materials before they are used on machines to reduce the risk of damage to machines or harm to other users in the Makerspace.

Seymour Library
303 West Second Street
Seymour, IN 47274

Tel: (812) 522-3412
Fax: (812) 522-5456

Crothersville Library
120 East Main Street
Crothersville, IN 47229

Tel: (812) 793-2927
Fax: (812) 793-3721

Medora Library
27 West Main Street
P.O. Box 400
Medora, IN 47260
Tel: (812) 966-2278
Fax: (812) 966-2229

Outreach Services
Serving Jackson County
Tel: (812) 405-1831

myjclibrary.org

15. The customer is responsible for any costs for use of machines, materials, and supplies provided by JCPL, and for all loss or damage to JCPL property or clean-up expenses. The customer agrees to accept staff assessment of fair restitution for damage, dirtiness, delinquency, and/or loss of items in part or in total.
16. JCPL is not responsible if a project is destroyed, does not print correctly, or does not work. The customer understands the JCPL is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied by the library.
17. Customers will not modify the Makerspace's hardware or software, or install new programs onto the computers.
18. Library equipment cannot be removed from the Makerspace.
19. JCPL reserves the right to display photographs of printed objects on the library's website and social media. Special consideration for patent or copyright reasons will be considered by the Library Administrator.
20. JCPL reserves the right to deny Makerspace access if a customer has outstanding fees, violates any part of the Makerspace or any other JCPL policy, or for any other misuse of the space, as determined by JCPL staff.
21. JCPL is not responsible for any injuries caused by the improper use of equipment.

JCPL reserves the right to change this policy at any time.

Adopted by the Board of Trustees, September 21, 2026