

Reviewed and Approved: February 2024

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### **Purpose:**

The Lincoln Pelham Public Library Makerspace and Memory Lab offers access to technologies that inspire exploration and creation and provide opportunities to learn new skills.

This policy establishes acceptable use of Library Makerspace and Memory Lab equipment.

### **Policy Statement:**

#### **Acceptable Use**

1. Makerspace and Memory Lab technology may only be used for lawful purposes. The public will not be permitted to use the Makerspace and Memory Lab technology to create material that is:
  - a. Prohibited by provincial or federal law;
  - b. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others;
  - c. Obscene or otherwise inappropriate for a public library environment;
  - d. In violation of another's intellectual property rights; for example, the 3D printer may not be used to reproduce materials subject to copyright, patent or trademark protection.
2. The use of the Makerspace and Memory Lab equipment must conform to the Lincoln Pelham Public Library's Internet Service and Technology Policy
3. The Library reserves the right to cancel or deny any Makerspace or Memory Lab project for any reason.

#### **Restrictions and Limitations**

1. No food or drinks of any kind are permitted while using the Makerspace and Memory Lab equipment.
2. Certain Makerspace or Memory Lab equipment may require training and certification.
3. The Library is not responsible for the quality of content nor the functionality of items created on any Makerspace or Memory Lab equipment.

4. Any attempt to tamper with or vandalize Makerspace or Memory Lab technology will result in a loss of borrowing privileges and/or a ban from the library.
5. Customers are prohibited from attempting to fix or alter any piece of Makerspace or Memory Lab equipment in any way. Customers must notify Library staff if problems occur with the equipment,
6. The Library is not responsible for electronic files or physical property left behind.
7. Only library computers may be connected to Makerspace and Memory Lab equipment. Properly formatted Library or customer USB sticks can be used.
8. Makerspace and Memory Lab computers are for digital media projects and are not available for general use i.e. email, social media, browsing etc.

**Related Documents:**

*Lincoln Pelham Public Library Internet Service and Technology Policy*