

BMPL Makerspace Policy

The Innovation Studio within the Arts & Innovation Hub provides a makerspace environment for collaboration, community gathering, life-long learning, and entrepreneurship. The Innovation Studio is open to individuals of all skill levels, offering a space to try something new or perfect your craft. The Create Studio, or recording studio, is included within the Innovation Studio guidelines and procedures.

The Innovation Studio makerspace has the following items available for use: Laser engraver, embroidery machine, filament 3D printers, vinyl printer and cutter, sewing machines, button makers, Cricut, heat press, computers for use with makerspace machines, printer, green screen, audio recording equipment, and many materials and supplies.

- Prior to using the makerspace, patrons must:
 1. Complete and sign the Innovation Studio Waiver. The waiver is available onsite only in the makerspace.
 2. Complete the mandatory training for the equipment in use and have certification on file with the Innovation Studio. Certification will be required for the laser engraver, 3D printer, vinyl printer. If more than two years has passed since a patron has last used a piece of equipment, the certification will need to be completed again. Innovation Studio staff will be available to assist in training for the other equipment in the makerspace that does not require certification prior to use.
- Patrons must be 12 years or older to use makerspace equipment and be eligible to receive equipment certification.
 - Patrons between the ages of 12 and 14 will receive a learner's permit certification. Learner's permit certifications require an adult, age 18 or older who is also certified on the piece of equipment, to be present while the learner's permit user is operating the machine. Innovation Studio staff are not able to supervise learner's permit patrons while they are in the makerspace.
- Patrons ages 15 and older can utilize the makerspace equipment without adult supervision after receiving full equipment certification.
- A Batesville Memorial Public Library (BMPL) card is NOT required for access to the Innovation Studio.
- Patrons must check in with the designated Arts & Innovation Hub staff member on duty each time they use the Innovation Studio or Create Studio.
- Innovation Studio equipment is only available during the hours the library is open to the public and projects must be completed prior to the close of business hours.
- The Innovation Studio and Create Studio will close 30 minutes before the Arts & Innovation Hub.
- Patrons may not leave Innovation Studio equipment unattended while in use.
- Innovation Studio makerspace equipment use will be scheduled with the following priorities:
 1. Library-sponsored or BAAC programs, events, etc.

2. School-sponsored programs or community organization events of a formal educational nature, as determined by the Library Director.
 3. Patrons who have made a reservation ahead of time.
 4. If equipment is not reserved, it will be available on a first-come, first served basis during open Makerspace hours.
- There is a 15 minute grace period before equipment reservations are canceled. Reservations can be made on the [BMPL website](#) or by calling 812-934-4706.
 - The Arts and Innovation Hub must be notified by phone if an equipment reservation is canceled and no longer needed. If you fail to cancel an equipment reservation 3 times consecutively, you will not be able to schedule an equipment reservation for 3 months.
 - If machines are out of order, staff will attempt to contact patrons with reservations.
 - Staff must approve all patron-supplied materials before they are used on machines to reduce the risk of damage to machines or harm to patrons. Some machines, such as the 3D printers and vinyl printer, can only use the makerspace supplied materials.
 - The Cricut can use patron-supplied materials, but patrons must contact Innovation Studio staff prior to purchasing the materials to ensure they match the specifications needed for our Cricut machine.
 - Innovation Studio staff are available to assist patrons with technical support and usage of the machines; however, staff cannot provide creative input.
 - The Innovation Studio 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 (such use may violate the terms of use of the manufacturer)
 - Obscene or otherwise inappropriate for the library environment
 - In violation of another's intellectual property rights. For example, the equipment may not be used to reproduce material that is subject to copyright, patent, or trademark protection
 - BMPL 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.
 - BMPL is not responsible for any manufacturing defects or project quality of any tools, materials, or equipment.
 - BMPL is not responsible for personal property, files, or projects created in the makerspace.
 - All accidents or damage to Arts & Innovation Hub property must be reported to staff immediately.
 - BMPL is not responsible for injuries caused by improper use of equipment or Arts & Innovation Hub spaces.
 - BMPL reserved the right to deny Innovation Studio or Create Studio access if a patron violates any part of the Innovation Studio policy, BMPL policies, or misuses any of the Arts & Innovation Hub spaces.
 - Innovation Studio computers can be used only in conjunction with makerspace equipment.

- Patrons will not modify the makerspace's hardware or software, or install new programs onto the computers.
- Equipment in the Innovation Studio or Create Studio cannot be removed from the room.
- Some small items (i.e., portable podcasting equipment, tools, needle felting kits, etc.) are available for checkout. See the front desk of the Arts & Innovation Hub for more information.
- Patrons are expected to clean up after themselves, including putting away equipment and supplies to their original location or storage area.
- Food is not permitted in the Innovation Studio or Create Studio. Drinks must be in closed containers with a lid and kept away from equipment at all times.

Fees

- Some machines require a usage fee for materials. See the listed prices on the BMPL website and posted in the Innovation Studio. Innovation Studio staff will provide a fee total for the day. Payments must be made at the front desk after each session.
- Fees include misprints or failed prints.
- Materials measured per foot are rounded up to the nearest foot.
- The patron is responsible to pay any costs for use of materials and supplies, and for the loss or damage to BMPL property or clean-up expenses.