

MAKER LAB EQUIPMENT RESERVATIONS POLICY

STATEMENT OF PURPOSE

MakerLab equipment is available for individual use by advance reservation only. The goal of this policy is to ensure that the equipment is being fully utilized by as many people as possible during library hours.

PRIORITY FOR USE OF EQUIPMENT

Most MakerLab equipment must be used in the library's Meeting Room. Priority for use of the Meeting Room shall be as follows:

1. Third-party room reservations (including but not limited to voting, AARP tax-aide, and blood drives)
2. Library programs
3. MakerLab patrons who have made a reservation for a specific date/time

REQUIREMENTS FOR USE

The following requirements must be met by all individuals requesting a reservation of any MakerLab equipment:

1. Be a WSPL library card holder in good standing in accordance with WSPL policies
2. Have successfully completed any necessary training for the desired equipment

RESERVATIONS

The Library Director or a designated library staff member shall have overall responsibility for reservations. The following guidelines will be considered when reservations are scheduled:

1. Reservations may not be made more than seven (7) days in advance
2. Based on availability, applicants are limited to no more than 2 reservations per week
3. Concurrently scheduling multiple pieces of equipment is not allowed
4. Work on the equipment should conclude and the user should clean and restore the work station 15 minutes prior to the end of a reservation time
5. Notice of cancellation must be given at least 24 hours in advance of the reservation. Cancellation of a reservation without 24 hours' notice may result in the denial of future reservations. If a reservation is cancelled due to inclement weather, an applicant may reschedule to an available date
6. Failure to arrive for a reservation within 30 minutes of the reservation time may result in a cancellation of the reservation and the equipment will be made available to other patrons.

GENERAL RULES OF USE

The following General Rules of Use apply to any facility users:

1. Applicants are expected to abide by the MakerLab Usage Policy at all times
2. Individual reservations may be made only during library hours and are subject to room availability
3. Individuals may schedule a training session for any of the MakerLab equipment. Training sessions will be based on staff or volunteer availability and so will be made on a case-by-case basis. Please email wspubliclibrary@wstx.us to schedule.

Print Name _____

Signature _____ Date: _____