

MONCTON PUBLIC LIBRARY MAKERSPACE CODE OF CONDUCT AND POLICIES

The following policies are in place to ensure fair access for all members to our facilities. Failure to abide by the policies may result in revoking privileges pertaining to the use of the Makerspace, the Makerspace Facebook group (“MPL MakerSpace – FabLab de le BPM”) and the library.

GENERAL CODE OF CONDUCT

- 1) Refer to the NBPLS Policy 1059 “Patron Conduct” as the over-arching policy for conduct in the Makerspace.
- 2) Every user of the MPL Makerspace is expected to behave in a respectful manner. Inappropriate behaviour can result in removal of privileges pertaining to the Makerspace, the Makerspace Facebook group, and/or the library.
 - a) Refrain from interfering with other members’ use of the space. If you have a question about the space or what is happening in the space, please ask a staff member.
- 3) Do not attempt to use or operate any tools or equipment without permission from staff.
 - a) If you would like a tour of the space or want to know what is there, please ask a staff member or visit our Facebook group or website.
- 4) The space is for use by all ages; however, people under the age of 13 must be accompanied by an adult.
- 5) As with the rest of the library, no food is permitted in the space. Covered drinks are permitted, but not near computers.

COMPUTERS AND INTERNET

- 1) Refer to the NBPLS Policy 1073 “Internet Access” as the over-arching policy for use of computers in the Makerspace, in particular 6.2: “Responsibilities of Library users”:
 - a) Users shall respect any time limits stipulated by libraries for Internet usage.
 - b) Users must be considerate of the values of other library patrons and the presence of children in the library when displaying content that may be considered controversial.
 - c) Users shall refrain from:
 - i) Making unauthorized copies of any data protected by copyright or digital property laws.
 - ii) Intentionally damaging equipment or altering the setup of equipment or software without permission.

- iii) Creating, accessing, viewing, storing, sending or printing any text, image, sound or any other file which is considered to be unlawful. The New Brunswick Public Library System defines illegal material according to the Criminal Code of Canada.
- iv) Invading the privacy of others by attempting to modify or gain access to files, passwords, or data belonging to others, or by attempting to intercept private communications or e-mails.

MAKERSPACE TOOLS AND EQUIPMENT

Use of tools and equipment:

- 1) In order to use tools and equipment any time other than an open house night, users must ask staff, check the item out to their library card and/or fill out a submission form.
 - a) Makerspace Ambassadors have special borrowing privileges. See Makerspace Ambassador section for more info.
- 2) If at any time the machines, equipment, and/or tools are not functioning properly, stop using the equipment and contact a staff member.
- 3) All users of the space are responsible for their own safety. The library will not be held responsible for any injury sustained by using any of the tools or equipment belonging to the MPL Makerspace.

Donations and storage of tools and equipment:

- 1) Tools and equipment not belonging to the library should not be stored in the Makerspace without permission from the library.
 - a) Any tool or equipment that does not belong to the library must be clearly labeled with the owner's name and stored in a designated area.
- 2) Unless a previous agreement has been made with staff, or a workshop has been planned, tools and equipment that are donated to the space will become the property of the MPL Makerspace and could be used, stripped, modified or discarded, as would any other Makerspace tool or equipment.
- 3) Materials, equipment and tools should be stored in a safe way that does not obstruct the use of the space.
 - a) Materials, equipment and tools that have labeled storage containers or areas should be placed back in these areas after each use.

OPEN HOUSE NIGHTS

- 1) All are welcome to attend the weekly Makerspace Open House Night; however, please note this time is reserved for community makers to work on projects together.

- a) It is encouraged that Open House attendees be actively working on a project, have a project to share, have questions for other members about a project, or want to borrow MPL Makerspace tools.
- 2) If users do not wish to participate in project building/sharing but are still interested in the space, they may request a general tour of the space from a staff member.
- 3) See “General Code of Conduct, 2a”. If you have a question about the space or what is happening in the space, ask a staff member.

WORKSHOPS AND DAILY USE OF THE MAKERSPACE

- 1) General use of the Makerspace area will not be available when workshops are occurring.
 - a) Refer to the online calendar to determine if the space will be available ahead of time (monctonpubliclibrary.ca/makerspace).
- 2) Workshops may receive priority on selected tools and equipment.
- 3) Advance registration for workshops is required to guarantee a place and materials.
 - a) To guarantee a place at the workshop, registration must be done through the library at the indicated telephone number or email, not only on the Facebook event.
- 4) Some workshops that make use of Makerspace materials or supplies might require a material or equipment fee. This will be indicated in the workshop description and promotional material.

MAKERSPACE AMBASSADORS

- 1) To become a Makerspace Ambassador, please fill out a request form. The form will be reviewed by library staff and approved. You will be notified when/if it is approved.
- 2) Makerspace Ambassadors have special privileges and responsibilities in the Makerspace.

Privileges include:

 - a) The use of the parts cabinets during times other than open house nights. Please identify yourself as an ambassador and ask staff to open the cabinet for you.
 - b) Borrowing from a selection of pre-determined parts for your projects. Projects must be worked on in the Makerspace area. Parts borrowed must be logged using the log sheets provided.
 - c) A tool that would normally have a fee associated for materials, for example the 3D printer, may be used, within reason, after delivering a workshop/presentation as “payment.”

Responsibilities include:

- a) Delivering at least one workshop or presentation per year. This workshop or presentation will be open to the public to attend. Development of this workshop must be done in collaboration with library staff.
 - b) Promoting and sharing Makerspace activities to their network.
 - c) Contributing to planning and ideas for the future of the space including workshops, activities, and tool purchase.
- 3) Makerspace Ambassador privileges may be revoked if the Makerspace Code of Conduct and Policies are not followed.