

Maker Spaces

Guidelines for Use

- Makers must be valid Lake City Public Library cardholders to use the scanner, video converter or printer.
- Makers must be 18 or older or accompanied by a parent or guardian at all times.
- Equipment is available only during regular library hours. All work must be completed or saved before the library closes.
- Equipment can be reserved in advance for three hours. Users may have one reservation per day. If no one else is waiting to use the station, time may be extended.
- Walk-in reservations are welcome, but prior reservations have priority.
- After patrons log off the computer, the memory will be cleared. Please be sure to save your work externally.
- The workspace also needs to be cleaned before the maker leaves.
- Lake City Public Library does not accept responsibility if a project is destroyed, does not print correctly, or does not work.
- Lake City Public Library reserves the right to halt, delete, or disallow the creation or copy of illegal items.
- Only library computers may be connected to library machines, like the printer or scanner.
- No drinks or food is permitted in the Makerspace area
- Lake City Public Library's [Internet Use Policy](#) applies to the Makerspace computer.
- The maker agrees that Lake City Public Library is not responsible for any manufacturing defects or the quality or workmanship of any of the materials or equipment supplied by the library or for the quality or condition of a user's project.
- The maker (or, if a minor, his parent or guardian) is responsible to pay any charges or fees for use of equipment, material and supplies provided by Lake City Public Library, and for all loss or damage to Lake City Public Library property or clean-up expense.
- Lake City Public Library is not responsible for any damage to, or loss or theft of, the maker's property.

Costs for Use

- Patrons are allowed to bring their own photo paper, DVD's, flash drives, etc. All non-library material is subject to approval by library staff to reduce the risk of damage to equipment. The staff reserves the right to disapprove certain materials at their discretion.
- There is a fee for purchase of library materials like, photo paper, DVD, flash drives, etc. There is also a print fee even for personal materials to help with the cost of the ink.
 - Fee per print
 - 4 x 6 Color/Black & White plus paper is \$0.75
 - 5 x 7 Color/Black & White plus paper is \$1.00
 - 8 x 10 Color/Black & White plus paper is \$4.00
 - 13 x 19 Color/Black & White plus paper is \$10.00

 - 4 x 6 Color/Black & White print only is \$0.50
 - 5 x 7 Color/Black & White print only is \$0.75
 - 8 x 10 Color/Black & White print only is \$3.00
 - 13 x 19 Color/Black & White print only is \$7.50
 - Fee for DVDs
 - CD or DVD is \$0.50
 - CD or DVD with printed label is \$1.50
 - flash drives are \$5.00 each

User Agreement

First time users must read the Maker Space Policies and Procedures and sign the agreement form stating that they will comply with the rules and they are financially responsible for any misuse or damage to Maker Space equipment.

Lake City Public Library Maker Space User Agreement

I have read and understood the Maker Space policy and procedures I agree to comply with the rules stated. I realize by signing this agreement, I am responsible financially responsible for any misuse or damage to Maker Space equipment.

Responsible Party Printed Name

Responsible Party Signature

/ /

Date