



Spencer County Public Library Makerspace Policy

The Spencer County Public Library (SCPL) Makerspace is an initiative to educate and empower local artists, small business owners, youth, and other creatives. We want to create a space within the Library that allows community members to use and experiment with technology and tools that might otherwise be inaccessible.

Regulations

1. The Makerspace and its equipment are available to all adult (age eighteen [18] or older) SCPL cardholders. Patrons must be in good standing, owe no fines, and sign the Makerspace Agreement form. Patrons will be required to go through a short training with Makerspace staff before using any equipment. The use of some equipment requires additional training and/or signed agreements.
2. Patrons between the ages of 10-17 may access the SCPL Makerspace under the following conditions:
 - a. Be a valid SCPL cardholder. Juvenile and adult patrons must apply for a Library card if they do not already have one.
 - b. Be accompanied by a parent or guardian over the age of eighteen [18] who has signed the Makerspace Agreement form. Youth sixteen [16] or older may access the space alone if they have attended training with a guardian, *and* both parties have signed the Makerspace Agreement form.
 - c. Parents/guardians must supervise children (under age 16) at ALL times i.e. children cannot be left alone while parents use the restroom, run to the car, or take a quick phone call.
 - d. Due to the nature of the equipment in the SCPL Makerspace, the parent/guardian takes full financial responsibility if any items are lost, damaged, destroyed, or made otherwise unusable due to personal neglect or error.
3. SCPL staff reserves the right to end or pause the use of Makerspace equipment or the room for *any* reason.

The Spencer County Public Library Makerspace was made possible through the 2025 cycle of the T-Mobile Hometown Grant. Additional equipment was donated by the Spencer County Tourism Committee. Updated 1/15/2026.

4. The Makerspace is part of Spencer County Public Library. Any behavior within the Makerspace that violates SCPL's Patron or Makerspace Policy could result in loss of privileges from both the Makerspace and the Main Library.

5. The SCPL Makerspace occupies an existing Library meeting room. Use of the Makerspace is by appointment only and it will not be opened outside of these hours. Makerspace equipment may be unavailable for personal use during Library programs.

6. Patrons are not authorized to use the Makerspace without a staff member present or on-call. Makerspace patrons must immediately discontinue use of any equipment and inform Library staff if:

- a. There is a question about the use or behavior of equipment;
- b. A work surface, tool, or piece of equipment is unsafe or in a state of disrepair;
- c. Any accident or incident occurs;
- d. There is unsafe behavior by users; and/or
- e. Harassment or bullying occurs.

7. Use of personal computers, tablets, cameras, flash drives or other tools and equipment within the Makerspace must be approved by Library staff. Use of your own equipment without prior authorization will result in revoked privileges.

8. All equipment and software within the SCPL Makerspace must be used as intended. Additionally, patrons may *not* use equipment to make offensive/explicit material or weapons.

9. All Makerspace activities should cease **one hour** before the Library closes. Patrons are responsible for tidying up their areas, putting away Makerspace equipment, and retrieving all personal belongings and data (i.e. flash drives, external hard drives, etc).

10. Patrons may be photographed or videotaped while using the Makerspace for Spencer County Public Library promotional materials or social media. This is voluntary. You may opt out of this at any time.

11. While the use of all SCPL Makerspace equipment and technology is free, the utilization of physical material does cost money. Payment is due at time of service by cash, card, or check (made out to Spencer County Public Library Makerspace). Please refer to the pricing sheet with any questions about rates.

12. Patrons assume **FULL** responsibility for the use of the SCPL Makerspace. It is understood that the patron agrees to pay for any loss or damage to SCPL property resulting directly or indirectly from the conduct of the user. The Library will arrange for all repairs.

13. Use of the Makerspace must comply with all applicable federal, state, and local laws, including Copyright Law (Title 17, United States Code) and Patent and Trademark Law (Title 35, United States Code). Patrons using SCPL Makerspace equipment are liable for any infringement.

14. The Library cannot guarantee the desired outcome of a product, including confidentiality, quality, stability, and/or completion times.

15. By using the Makerspace, the patron agrees to indemnify and hold harmless the SCPL Board of Trustees and Staff from and against all liability that may be imposed upon them or any of them individually, for any injury to persons or property caused by the customer or any person in connection with the individual.

16. It is understood that the Spencer County Public Library, its Board of Trustees and Staff, assume no responsibility whatsoever for any property placed in the Library in connection with using the SCPL Makerspace and that the Spencer County Public Library, its Board of Trustees and Staff, collectively and individually, are hereby released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of using this space.

17. Failure to comply with the SCPL Makerspace Policy may result in limited or suspended library privileges.

18. This statement of policy is subject to amendment by Spencer County Public Library Staff and Board at any time.

Download the Makerspace Policy [here](#).