



Last Name, First Name:

Maker Agreement Form

Welcome to the MakerStudio@GCLS! Please review the policies and guidelines set forth below. Acceptance of and compliance with these provisions is required for your use of the space, tools, equipment and materials provided within.

Name _____ DOB _____

Home Library _____ Card # _____

Phone # _____ Email _____

Parent/Guardian's Name (if under 18) _____

Phone # _____ Email _____

Address _____

How did you hear about the MakerStudio@GCLS? _____

What would you most like to learn or make in the MakerStudio@GCLS? _____

How do you plan on using the MakerStudio@GCLS? _____

Share Your Skills and Passions!

Interested in helping with classes or programs in the MakerStudio@GCLS? (Circle One)

Yes Maybe Not right now

If so, on what projects or topics? _____

Certifications:

MakerBot 3D Printer Date: _____ Staff Initials: _____

Dremel 3D Printer Date: _____ Staff Initials: _____

Vinyl Cutter Date: _____ Staff Initials: _____

Serger Date: _____ Staff Initials: _____



MakerStudio @GCLS

I, _____ (print name), the Maker, affirm that the information I have provided on the Maker Agreement is current, true, and correct. I understand that this information may be subject to verification.

I, _____ (print name), the Maker, do hereby for myself, on behalf of my heirs, successors, and assigns, in consideration of being permitted to use tools and equipment, waive any and all claims against the Gloucester County Library Commission for any personal injury, illness, death, or liability resulting from or arising out of the carelessness, recklessness, negligence and/or fault of the Gloucester County Library Commission.

I, _____ (print name), the Maker, hereby for myself, on behalf of my heirs, successors, and assigns, in consideration of being permitted to use tools and equipment, agree to release and indemnify and hold harmless and defend the Gloucester County Library Commission, their offices, agents, volunteers, and employees from any and all liability, loss, claims, and demands, actions, or cause of action for the death or injury to any persons and for any property damage suffered or incurred by any person which arises or may arise or be occasioned in any way from the Maker or possession of tools, technology, equipment or supplies I am using in the MakerStudio@GCLS. Any available insurance of the Maker's shall be primary and the Gloucester County Library Commission's be Non Contributory.

The parties intend each provision to be severable and separate and apart from one another.

The parties agree that any and all disputes resulting in litigation will be commenced, litigated, and adjudicated only in the County of Gloucester, State of New Jersey pursuant the laws of the State of New Jersey.

If a court of law construes that any part of this release is invalid, such construction shall not invalidate the remainder of this release.

I have read this release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below. By signing this release, I agree to abide by MakerStudio@GCLS Policies and Maker Responsibilities and I acknowledge receipt of the same.

Signature _____ Date _____

Printed Name _____

Any Maker under eighteen (18) years of age must also obtain the following consent and release before using the MakerStudio@GCLS.

I, _____ (print name), am the parent or guardian of _____ (print name), the Maker. I consent to this and state that I have read the above release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

Parent/Guardian Signature _____ Date _____

Printed Name _____



POLICIES

MakerStudio@GCLS

1. Makers must have a valid GCLS library card or a valid library card from a LOGIN consortium member library. Guest passes may be issued for out of county residents with proper ID.
2. Makers must complete a Maker Agreement form.
3. Makers must “check in” with the designated GCLS staff member on duty, using their library card, and sign the guest book each time they use the MakerStudio.
4. Makers under age 13 must be accompanied by a parent or guardian at all times. Parent/guardian supervision is required for all minors, as the MakerStudio contains potentially dangerous tools and the MakerStudio Jr. may contain small parts not suitable for children under the age of 3.
5. Makers under the age 18 or those inexperienced with sewing machines must attend a sewing class before using the serger.
6. Makers must participate in mandatory safety training in order to use the 3D printer and vinyl cutter, and for any tools acquired for the MakerStudio@GCLS in the future that are determined to require safety training. Makers may not use these tools until safety training and certification has been completed. Makers must attend safety training in person.
7. When using a tool that does not require specific safety training, the Maker is certifying that he/she is capable of using that tool or equipment in a safe and proper manner.
8. MakerStudio@GCLS staff is available to assist in explaining operation of tools and equipment, and will make materials such as manuals available upon request.
9. The MakerStudio@GCLS provides the Maker with access to safety supplies in the studio, such as safety glasses, gloves, First Aid Kit, and fire extinguisher.
10. Unless previously scheduled for use by staff, most tools and equipment are available to Makers on a first come, first serve basis, for use in the MakerStudio@GCLS space only.
11. The library reserves the right to refuse entry to, or remove from, the MakerStudio any persons who are in violation of the library’s code of conduct.

12. The Library's 3D printer is available to the public to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.
 - a. The Library's 3D printer may be used only for lawful purposes. The public will not be permitted to use the Library's 3D printer to create material that is:
 - i. Prohibited by local, state or federal law.
 - ii. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
 - iii. Obscene or otherwise inappropriate for the Library environment.
 - iv. In violation of another's intellectual property rights. For example, the printers will not be used to reproduce material that is subject to copyright, patent or trademark protection.
 - b. The Library reserves the right to refuse any 3D print request.
13. GCLS is not liable for any damaged material or media belonging to persons utilizing MakerStudio@GCLS equipment or facilities.
14. The copyright law of the United States (Title 17, U.S. Code) governs the making of copies or other reproductions of copyrighted material. The person using library equipment is liable for any infringement.
15. Users of the DesignStudio@GCLS equipment and software are not required to complete a Maker Agreement and check-in with MakerStudio@GCLS staff. Use of the DesignStudio@GCLS equipment and software is not restricted by age.

Approved by the GCL Commission 6/25/14.

Amended 11/25/14.

Amended 12/18/15.

Amended 1/27/16.



MAKER RESPONSIBILITIES

MakerStudio@GCLS

1. The Maker agrees that the Gloucester County Library System is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment.
- 2 The Maker agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify the MakerStudio@GCLS staff.
3. The Maker agrees to report any accident or incident that occurs on MakerStudio@GCLS premises to a staff member.
4. The Maker agrees that items used in the MakerStudio@GCLS are to be left in the same condition as they were prior to being used, barring normal wear and tear. The Maker agrees to pay for the loss of or damage to any items and further agrees to accept the Library staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total. This restitution amount could equal as much as replacement cost of the item.
5. The Maker agrees to return items used in the MakerStudio@GCLS to their original location. Storage units and spaces are labeled in order to facilitate the proper return of tools.
6. The Maker agrees to take precautions to avoid causing unnecessary mess or damage in the MakerStudio@GCLS. The Maker agrees to clean up his/her workspace in the MakerStudio@GCLS following use, returning the workspace to its original state. The Maker agrees to inform the staff member in the case that they are unable to return a work surface, tool or equipment to its original state.
7. The Maker acknowledges that the library is only able to provide consumable materials on a limited basis. The Maker agrees to avoid wasting consumable supplies and materials.



Safety Guide

Read this information before you begin a project.

Supervise minors. It is required that anyone under age 13 is supervised by a parent or guardian in the MakerStudio at all times. But supervision is highly encouraged for families of all ages, as the MakerStudio contains sharp, hot, and potentially dangerous items. Younger kids should be encouraged to try our MakerStudio@GCLS Jr., which features hands-on activities for children under age 9.

Get “Certified.” Certification is required of all MakerStudio@GCLS users who want to use the vinyl cutter or 3D printer. Certification is also required to use the serger sewing machine if you are a maker under age 18, or if you haven’t operated a sewing machine before. Ask us for a schedule of classes. Certification training is scheduled by appointment. Contact make@gcls.org to schedule an appointment.

Review the Health and Safety sheet before using the **Virtual Reality headset**. Wearing the Virtual Reality headset is for **ages 13 and up** and for temporary use only.

Focus. Do not distract others or let yourself be distracted when using tools.

Keep hands, fingers and hair away from the blades or other moving parts of equipment.

Maintain a safe work area.

- Keep area free of debris and clutter while working.
- When using blades, always close or cover the blade if possible when not in use. ● Let hot items cool first.
- Clean up after you’re finished working.
- Return tools to their proper storage area when not in use.

Wear proper attire & safety equipment.

- Safety glasses and gloves are available in the MakerStudio.
- Wear closed-toed shoes.
- Tie back long hair.
- Avoid dangling jewelry.
- Wear clothing appropriate for the activity being performed.
- Keep sharp tools out of pockets.

Notify staff if you experience an injury or if a tool isn’t working right.

Ask us if you have questions about proper operation of equipment or tools. If we don’t know, we can help you find the answer.