



GCLS Maker Agreement Form

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 _____

Home Library _____ Card # _____

Phone # _____ Email _____

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

Phone # _____ Email _____

Address _____

How did you hear about the MakerStudio? _____

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

How do you plan on using the MakerStudio? _____

Share Your Skills and Passions!

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

Yes Maybe Not right now

If so, on what projects or topics? _____

Certifications (to be completed by GCLS staff):

Laser Cutter/Engraver	Date: _____	Staff Initials: _____
MakerBot 3D Printer	Date: _____	Staff Initials: _____
Dremel 3D Printer	Date: _____	Staff Initials: _____
Vinyl/Silhouette Cutter	Date: _____	Staff Initials: _____
Serger	Date: _____	Staff Initials: _____

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 a GCLS Makerspace. 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 GCLS Makerspace 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 a GCLS Makerspace.

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 _____



Gloucester County Library System MAKERSPACE POLICIES

The following policies are in effect at all GCLS Makerspaces:

1. Makers must have a valid photo ID, GCLS library card, or a library card from a LOGIN consortium member library.
2. Makers must complete a Maker Agreement form.
3. Makers must “check in” with the designated GCLS staff member on duty, using proper ID, and sign the guest book each time they use a GCLS Makerspace.
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 GCLS Makerspaces contain potentially dangerous tools, and the MakerStudio Jr. may contain small parts not suitable for children under the age of 3.
5. Makers under age 18, or those inexperienced with sewing machines, must attend a sewing class before using a serger or embroidery machine.
6. Makers must participate in mandatory safety training in order to use the 3D printers, laser cutter/engraver, and vinyl cutter, and for any tools/equipment acquired for GCLS Makerspaces 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. GCLS staff is available to assist in explaining operation of tools and equipment, and will make materials such as manuals available upon request.
9. 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 served basis, for use in GCLS Makerspaces only.
11. GCLS reserves the right to refuse entry to, or remove from, a GCLS Makerspace any persons who are in violation of the GCLS code of conduct.

12. Equipment in GCLS Makerspaces may be used only for lawful purposes. The public will not be permitted to use equipment in GCLS Makerspaces to create material that is:
 - a. Prohibited by local, state or federal law.
 - b. Unsafe, harmful, dangerous or poses an immediate threat to the wellbeing of others. (Such use may violate the terms of use of the manufacturer.)
 - c. Obscene or otherwise inappropriate for the library environment.
 - d. 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.
13. GCLS reserves the right to refuse any request for use of equipment in GCLS Makerspaces.
14. GCLS is not liable for any damaged material or media belonging to persons utilizing GCLS Makerspace equipment or facilities.
15. 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 GCLS equipment is liable for any infringement.
16. Users of the DesignStudio equipment and software at the GCLS Mullica Hill Library are not required to complete a Maker Agreement and check-in with MakerStudio staff. Use of the DesignStudio 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.

Amended 12/20/17.



GCLS Maker Responsibilities

1. The Maker agrees that the Gloucester County Library System (GCLS) 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 GCLS staff.
3. The Maker agrees to report any accident or incident that occurs on any GCLS Makerspace premises to a staff member.
4. The Maker agrees that items/equipment used in any GCLS Makerspace 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 GCLS 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/equipment used in the GCLS Makerspace 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 GCLS Makerspace. The Maker agrees to clean up his/her workspace in the GCLS Makerspace 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 GCLS is only able to provide consumable materials on a limited basis. The Maker agrees to avoid wasting consumable supplies and materials.



GCLS Makerspace Safety Guide

Read this information before you begin a project.

Get “Certified.” Certification is required of all GCLS Makerspace users who want to use the laser cutter/engraver, vinyl/silhouette cutter, or any 3D printer. Certification is also required to use the serger sewing machine or embroidery 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 sewing 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/equipment.

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 all GCLS Makerspaces.
- 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.

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

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.