



Makerspace Policy

Board motion number: 2026-008

Date of next review: March 2027

Date: February 25, 2026

Date of original motion: March 6, 2025

Policy type: Public

Chair's signature: _____

Policy Statement

In line with our strategic plan, this new space will inspire discovery through its welcoming and accessible design and will ignite curiosity with innovative technology. This policy aims to establish the initial guidelines to ensure a safe and welcoming environment for all.

To foster positive evolution of the Makerspace, this policy will be reviewed and updated as informed by our experience with the equipment, and feedback from the community (based on both their initial use of the makerspace and participation in programming).

Scope

This policy constitutes an agreement between Orangeville Public Library Board and individuals using the Makerspace equipment and services.

The policy applies to all individuals, who may or may not have an active library card and are using resources from the Makerspace at a physical library location, online, or at external outreach locations.

Violation of any of these terms may result in the suspension of the individual's library privileges and/or legal and financial actions against them.

1. Access and Hours

- 1.1 The Makerspace will primarily operate within the regular hours of the Alder Street Library but may operate independently for bookings, events, programs, at the discretion of the Program and Research Librarian.
- 1.2 When operating independently, patrons must enter and exit through the door to the recreation centre hallway.
- 1.3 No food or drink is allowed.

2. Supervision and Safety

- 2.1 Supervision and safety of the Makerspace are the responsibility of the Makerspace Specialist
- 2.2 Certain designated equipment may be used without staff supervision.
- 2.3 Staff have the ability to shut off power to the entire makerspace or specific areas.
- 2.4 Patrons are responsible for the supervision of their projects in progress.
- 2.5 Parents/Guardians are responsible for their children in the Makerspace.
- 2.6 Children under 14 must be accompanied by a parent or guardian while in the Makerspace.

3. Usage and Bookings

- 3.1 Public access is encouraged through programs and workshops.
- 3.2 Drop-ins will be accommodated, when possible, however priority will be given to prearranged appointments.
- 3.3 Limits on usage may apply during high demand periods.

4. Materials and Equipment

- 4.1 Charges may apply for the use of equipment.
- 4.2 A selection of materials will be available for purchase.
- 4.3 Patrons may bring personal materials only with approval from the Makerspace Specialist, and patrons are responsible for any damage caused by such materials.

5. Legal and Responsibility

- 5.1 Patrons using the Makerspace must comply with all relevant Library policies, particularly the Public Technology Services policy, Children & Youth policy, and the Rules of Conduct & Rzone policy.
- 5.2 Compliance with all relevant laws is mandatory, prohibiting illegal activities including accessing or transmitting illegal materials.
- 5.3 The maximum occupancy will be determined by Fire Services.
- 5.4 Public computers will purge files after sessions, patrons who wish to save their work must do so in a manner that fulfills the Town's security protocols.
- 5.5 Patrons damaging equipment through misuse or policy violations will be liable for replacement costs.
- 5.6 Patrons may not introduce computer viruses, malware or any similar software intended to circumvent security, cause disruption of service or infringe on the privacy of other people or organizations.

6. Compliance and Review

- 6.1 The Library Board reserves the right to revoke or modify a patron's access for non-compliance.
- 6.2 This policy has been developed based on the learnings of existing makerspaces in the library sector. Modifications based on local needs are reflected to the best of our ability.