Otsego County Library Makerspace Policy

Revised Policy, Proposed 8.28.2025

Makerspace Use

- Library staff or designated volunteer will review projects before printing, carving, or cutting begins to ensure that the project does not contain anything against policy.
- Library machines may only be used for lawful purposes. Creations that are prohibited by law, obscene, dangerous, contains hate speech, or requires a license to carry are not allowed.
- User agrees that s/he has the copyright or other intellectual property rights for materials made within the Makerspace and is not violating any other person's ownership rights.
- The library has the right to deny access to the Makerspace.
- Users accept responsibility for any and all creations.
- Users must not knowingly damage Library equipment. Any user who does so is liable for the cost of repairs or replacements.
- If a problem with a machine occurs, the user is required to let a Library staff member or volunteer know immediately. Maintenance and repairs will be performed by a Library staff member or volunteer, as availability permits.
- Adult supervision is required for users under the age of 13 due to safety concerns.
- If a patron leaves after their project is started, they have 30 days from completion to pick up, unless other arrangements have been made. Staff or volunteers will contact the patron by email once project is done.
- Any files left on library devices after completion of print, carving, or cutting will be deleted. It is recommended that patrons save their files elsewhere as backup.
- Tools are available on a first-come, first-serve basis. To ensure adequate time in the Makerspace and the availability of a desired machine, the library reserves the right to require advance reservations.
- Use of equipment in the Makerspace is free to OCL patrons, however users must pay for 3D filament (see fees, below) or supply their own. For all other equipment users must supply their own material outside of library sponsored classes or training.
- Use of the room and any associated supply costs related to an official library program will be free.
- To prevent damage to the machines or a failed creation, Makerspace staff or volunteers must approve any user-supplied materials.

Last Updated: August 28, 2025

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- The Library reserves the right to limit the materials that can be used.
- The users name should be in the file name of their projects – for example, SmithJohn_ApolloCapsule.stl
- Creations must be picked up by the user that created it, and s/he must present their library card at the time of pick up.
- Users must clean up any messes they make and return any tools used to their proper location.
- During high demand times, library reserves the right to limit duration of machine use.

Safety

- Users must participate in ~~safety~~ training for ~~the CNC Router and 3D Printers~~ proper use of all equipment.
- Users must report any accident, incident, or machine malfunction to the supervising staff member or volunteer.
- No food or drinks are allowed in the Makerspace. Covered drinks may be left on a table outside of the room or in the adjacent kitchen.
- When using the CNC Router, the cover must be on and closed before carving can begin.
- When using the 3D Printers, hands and body parts must be kept away from the build space while the machine is in motion.

Fees

3D Printing: $0.10 per gram per print plate, $1 minimum fee; free if using own filament.

Users will pay for their creations at the time of pick up. The estimated price will be agreed upon before printing begins.