



DENTON PUBLIC LIBRARY

COMMUNITY USE OPERATING POLICY FOR THE FORGE MAKERSPACE

Approved by the Denton Public Library Board, April 14, 2014
Library Board approved revision, October 9, 2023

Makerspaces are intended to promote discovery, creativity, learning, and technology literacy. As such, providing a makerspace is directly in keeping with the Denton Public Library's mission statement: *The Denton Public Library transforms lives, strengthens community, and inspires imagination.*

The Forge is a makerspace at the North Branch of the Denton Public Library available for use by individuals or small groups. The Forge provides tools, equipment, and software for use in fabrication, technology, crafting, digital design, and music projects.

The Forge will maintain scheduled hours for general use by the public on a first come, first served basis. Appointments for equipment use outside makerspace hours may ~~also~~ be available as staffing allows. Customers are permitted a maximum of one appointment per calendar month for no longer than one hour. A patron may request an appointment for the use of multiple pieces of equipment, but multiple users cannot use the same equipment at the same time. There may be more than one appointment scheduled concurrently, but equipment will not be double-booked. Customers who do not show up for appointments may have future appointment privileges revoked for a three-month period.

The makerspace may be reserved outside the Forge operational hours by the Denton Public Library for training, staff use, or public programs and by City of Denton departments for training, meetings, or other professional development opportunities. The Forge may be unavailable during scheduled hours due to insufficient staffing or building maintenance without prior notice.

Makerspaces are environments intended for learning, sharing, cooperating, and creating. As such, they are inherently active environments and there is no guarantee of quiet. ~~However, excessively boisterous behavior or activities prohibited by the Denton Public Library Rules of Conduct will not be permitted.~~

Willful misuse of Forge equipment will result in loss of use privileges for the individual and charges for damages. All equipment and materials must remain within the Forge.

Computers within the Forge are subject to the Computer Use and Internet Use policies. No user files will be retained on Forge computers after they reboot. Customers must save their work to an external device or cloud-based storage to ensure retention. Printers in the Forge may only be used if printing is required to use when related to projects involving other makerspace equipment ~~in the Forge~~.

No equipment may be used to create any of the following:

- Items in violation of local, state, or federal law
- Functioning weapons [or items that appear to be weapons](#)
- Offensive, obscene, or racist objects. Objects must be appropriate for a public library setting.
- Items that violate patent, copyright, trademark, or otherwise infringe upon the intellectual property of others.

The library reserves the right to refuse to create any ~~object~~[item](#).

Some materials will be available for purchase.

~~While patrons may bring approved supplies or materials for some equipment, certain equipment may require only approved materials. Some approved materials will be provided by the Library for a small fee. Approved~~ [Materials](#) ~~Materials~~ brought in by customers may require staff ~~verification~~ [approval](#) prior to use. Refer to specific material fees posted in The Forge for current materials available and applicable charges.

Only one device of the same kind may be used by a customer at a time [during makerspace regular hours of operation](#).

The Forge is open to customers ages 11-Adult. Children under 11 must be accompanied by a parent, guardian or adult instructor. Some equipment in the Forge uses extreme heat, low electrical voltage, lasers, cuttings tools, ~~and other~~ [and may pose](#) slight risks. Customers assume all responsibility for any risks and are responsible for the correct and safe use of equipment in the Forge makerspace. A waiver ~~may be~~ [is](#) required for the use of some maker tools or equipment. Equipment guides and training will be available for users online ~~and~~ [in print](#). Library staff will provide equipment orientation and safety training for some equipment prior to use. Certain equipment may only be operated by library staff or designated volunteers.

Makerspace activities must be completed at least 30 minutes before the end of the business day to give staff time to shut down the equipment and prepare the building for closing.

No food or drinks are permitted in the Forge. Patrons using the Forge must leave the room in its original condition [by](#); removing personal property, disposing of trash, and generally straightening up their work area at the end of use. The library will not be held responsible for any property left in the Forge.

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