



Concord

FREE PUBLIC LIBRARY

The Workshop Policy

The Workshop offers a wide variety of tools for makers of all ages and experiences! To ensure the safety of the public and our equipment, we divide our tools into three categories:

- **All Makers!** tools may be used by any maker age 10 or older.
- **Trained Makers!** tools may be used by any maker 10 or older who has taken the video training in the tool. Makers under 10 may use trained maker tools under the direct supervision of a trained maker 13 or older.
- **Expert Makers!** tools may be used by (i) any maker 18 years or older who has taken the video training in the tool and has signed a written safety waiver, (ii) any maker from 10 to 18 years old who has taken the video training in the tool and has a written safety waiver signed by their parent or guardian, or (iii) makers under 10 under the direct supervision of an adult parent or guardian who has signed a safety waiver on their behalf.

Guidelines for Use

- All makers must check in when they enter the Workshop.
- All tools must be checked out to an individual's active Minuteman Library card in good standing. For visitors from outside Massachusetts, guest passes may be available depending on demand.
- All makers must clean their workspaces and return tools in a clean condition to their original location in a timely manner at the end of their check-out period.
- Staff may institute limits on the time or manner of use of tools and materials based on demand, safety concerns, and the needs of the Library.
- Makers are responsible for the cost of any damages incurred to the Workshop's equipment or property.

Rights and Release from Liability

- Neither the Concord Free Public Library (CFPL) nor the Concord Free Public Library Corporation (CFPLC) accepts responsibility if a project is destroyed, does not manufacture correctly, or does not function as expected.
- Workshop tools are housed and operated in a public area of the Library. Privacy and confidentiality of activity cannot be guaranteed.
- Workshop tools may not be used to manufacture weapons or items that pose a safety risk.
- Library staff may halt, delete, or disallow the use of any tool at any time.
- CFPL and CFPLC are not responsible for any personal injury or damage to, or loss or theft of, a patron's property, including materials damaged or wasted due to tool malfunction, misuse, or shutdown.

Safety

- Makers are responsible for the safe and responsible handling of tools and equipment.
- Makers may not attempt to disassemble, modify, clean, or repair any makerspace equipment except as authorized by makerspace staff.
- Staff may require the use of personal protective equipment (PPE), including but not limited to gloves, glasses, aprons, or masks, for the use of some tools.
- Staff may restrict the types of materials (i.e. epoxy resins, ABS filaments, etc.) used in the Workshop to reduce the risk of harm to persons and equipment. Makers who bring their own materials or tools must present safety data sheets (SDS) and proof of purchase from an approved vendor to Library staff before use on Library property.
- Makers must immediately report any accident, malfunction, maintenance issue, incident, or unsafe behavior they observe to Library staff. Makers may not use malfunctioning or damaged equipment until it has been repaired.
- Use of any tools in a manner that is judged by staff to have the potential to harm a person, tool, or property, may result in immediate suspension or termination of privileges.

*Approved by the Trustees of the Concord Free Public Library Corporation on March 8, 2023;
Updated 4/12/23, 3/12/25. Approved by the Library Committee March 21, 2023; updated 2/4/25.*