



The Spot Makerspace Use Policy

June 2026

Purpose

The Spot provides access to maker equipment to support the Library's mission to offer informational, educational, and recreational resources to the community.

This document is to be used in conjunction with *The Spot: Procedures and Rules*, other library policies, including the *Library Use Policy*, and all federal, state, and local laws and regulations concerning the use of property and computing resources. Use of The Spot services and equipment constitutes acceptance of all policies and rules.

Eligibility

- Access is available to users with a SWAN member library card in good standing.
- The Spot is open to users ages 13 and above. Children aged 6 – 12 may use The Spot under the supervision of an adult caregiver.
- No one under 6 years of age is allowed in The Spot, unless approved by the Library Director.
- A signed waiver is required annually and must be on file for the current calendar year. For users under the age of 18, a parent/legal guardian must sign the waiver.

User Responsibilities

- Users must adhere to all applicable policies and related procedures and rules.
- Users are responsible for reading and following all manufacturer's recommendations, warnings, and instructions for use.
- Users are responsible for returning all equipment in original condition, along with all necessary parts, manuals, and packaging.
- Users are financially responsible for damage to the equipment or space, including breakage, missing parts, graffiti, or unclean equipment.

Acceptable Use

Equipment may only be used for lawful purposes. Equipment may not be used to create material that is:

- Prohibited by state, federal, or local law
- Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others
- Obscene or otherwise inappropriate
- In violation of intellectual property rights, including items that are subject to copyright, patent, or trademarked protection

Copyright law of the United States (Title 17, U.S. Code) governs the making of copies or reproductions of copyrighted material. The user is liable for any infringement. By submitting content or creating objects, the patron agrees to assume all responsibility for, and shall hold

the Library harmless in, all matters related to patented, trademarked or copyrighted materials.

Library Authority

- The Library reserves the right to deny or revoke access for policy violations, misuse of the equipment, or misuse of the space.

Disclaimer and Liability

- Use of equipment is at the user's own risk.
- The Library cannot guarantee product quality, satisfaction, equipment availability or stability, confidentiality of design, or specific delivery time.
- The Library is not responsible for injuries resulting from equipment use.
- The Library is not responsible for failed fabrication (including 3D prints).
- The Library and its staff are not liable for any loss, damage, or expenses sustained due to the utilization of services, equipment, software, advice, or information.
- Users agree to hold the Library harmless for all claims related to use of the space and equipment.

Approved by the Riverside Public Library Board of Trustees April 11, 2023

Revised and Approved by the Riverside Public Library Board of Trustees February 11, 2025

Revised and Approved by the Riverside Public Library Board of Trustees June 23, 2026

The Spot: Procedures and Rules

June 2026

Purpose

The Spot provides access to maker equipment to support the Library's mission to offer informational, educational, and recreational resources to the community.

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General Rules

Access & Reservations

- Reservations are required to use equipment or software.
- Appointments must be requested at least 1 full business day in advance. Request of appointment does not guarantee time. Staff will confirm appointment dates. Weekend appointments are limited.
- The standard adult appointment length is 2 hours. 3d printing appointments for youth aged 6 – 12 are 30 minutes. Appointment end times will not be extended to accommodate late arrivals.
- Projects requiring longer than standard times require approval from the Library.
- No food or drink is allowed in The Spot or in any other location where equipment is being used.
- During appointments, users are required to remain in the space for the entirety of their time. The user must lock the room if they need to step away.
- Users must notify staff when their appointment is finished.
- If any equipment malfunctions, or accidents occur, notify Library staff immediately.

Materials

- Users are expected to bring their own materials. Staff must approve materials prior to use. The user is responsible for researching allowed or optimal materials for their project.
- A limited selection of materials may be available for purchase from the Library. Payment is due prior to use.
- 3D printing requires use of the Library's filament. See the specific rules for 3D printing below for costs.
- Nonpayment may result in loss of access.

Technology & Software

- Users are responsible for establishing their own design software accounts and for ensuring that files are in required formats. Staff are available to provide information on requirements only.
- Library computers may be used in order to access user accounts. Users are responsible for logging out when completed.
- Users may not modify hardware/software or install programs.
- Library equipment and networks may not be used to save or store project files. The Library is unable to store projects locally. Users are responsible for bringing their own USB flash drive or external hard drive to save their work.

Staff Support

- Staff will set up requested equipment prior to an appointment.
- All appointments for the Glowforge or for users under the age of 18 require staff to be present.
- Staff are able to provide basic assistance and troubleshooting only. For an adult appointment requiring staff assistance, the user must request staff to be present when making the appointment. If the user is late, the appointment may be cancelled at the discretion of staff.
- Staff are not able to provide extensive assistance on projects, nor are they able to complete or test project designs.

3D Printing: Additional Rules

Access Model

- 3D printing is usually submitted by request for staff to run. Printing requests may be submitted via our website, by email, or verbally.
- Printing is completed in order of request. It may take 1 – 2 weeks for printing depending on the number of prints in the queue.
- Longer projects may not be able to be completed by staff and would require a user appointment.
- If an appointment is required, 3D printer appointments without staff present are only available to users aged 18+. 3D printing appointments for youth aged 6 – 12 are limited to 30 minutes.

Files, Materials, and Specifications

- Users may select items from the Toybox catalog at make.toys/toys. Staff are unable to print submitted Toybox exclusives or items requiring purchase. If you want to print something outside these guidelines, you must have a Toybox account and make an appointment to print.

- Users may design projects in the Toybox design space for printing or supply an STL file with a maximum print size of 180mm x 180mm x 120mm. STL files will be uploaded to the Toybox for printing.
- The Library does not guarantee success of any 3D print.
- Users are required to use Library-provided filament per the cost structure below. Color selections are based on availability.

Cost Structure

- The cost for printing is \$0.50/30 minutes with a minimum charge of \$0.50. Printing is billed in 30 minute increments.
- Payment is expected at time of pick-up. Users with repeated non-payment will be required to prepay for printing.

Special Requests

- Multi-color prints require separate submissions per section.
- Users who want to be present during printing must make an appointment.