

The Welles-Turner Memorial Library (Library) welcomes patrons of all ages into the Library's makerspace, the "2CF Studio." The Library's 2CF Studio offers a diverse array of maker supplies and equipment, providing the community with free access to resources that extend beyond traditional Library offerings. Designed to serve patrons of all ages, the 2CF Studio integrates elements of Science, Technology, Engineering, Art, and Math (STEAM) to foster hands-on learning and creativity. Through technology, tools, materials, and machines, the 2CF Studio encourages exploration, innovation, and skill-building in a welcoming environment. The 2CF Studio supports the Library's mission to provide a vibrant hub for learning, exploration, and community connection.

General Information

The 2CF Studio is a community resource designed to provide free access to maker supplies, equipment, and innovative learning opportunities. The 2CF Studio includes the equipment and resources found inside the 2CF Studio room, in the Vault, in the Library, and at Library outreach events. To ensure a safe and productive environment, all users must adhere to the following policy:

Policy

General

- The 2CF Studio may only be used for lawful purposes. The public is prohibited from using Library makerspace equipment to create materials that:
 - Violate local, state, or federal law;
 - Are unsafe, harmful, dangerous, or pose an immediate threat to the well-being of others or violate the terms of use of the manufacturer;
 - Are obscene or otherwise inappropriate for the library environment;
 - Infringe on intellectual property rights, such as copyrighted, patented, or trademarked material.
- The Library reserves the right to halt, delete, destroy, or disallow the creation of items that violate Library policies, including the creation of weapons, obscene materials, or illegal items.
- The Library reserves the right to display photographs of creations on the Library's website and social media.
- The use of the 2CF Studio and/or other spaces with makerspace equipment and tools are governed by the terms of the [Library's Behavior Policy](#). The Library's Behavior Policy is available on the Library website.

Access Requirements

- Patrons aged 13 and up may use the 2CF Studio independently. Patrons aged 12 and under may use the 2CF Studio if supervised by a parent or legal guardian and/or as part of a Library-sponsored program.

Safety

- Patrons must receive, and comply with, on-site training and step by step instruction in order to use tools/equipment acquired by the Library that are determined to require such training.
 - Each piece of equipment will have a separate set of instructions and procedures specifically for that equipment.
 - Patrons may not use the aforementioned equipment without staff supervision/support until safety training has been completed.
- Patrons using Library equipment or tools at the Library or Library outreach event must be capable of using the equipment or tools in a safe and appropriate manner. When using a tool that does not require specific training, the patron is certifying that they are capable of using that tool or equipment in a safe and proper manner.
- Library staff will make available upon request equipment manuals and training throughout the year.
- The Library offers tools and equipment for use as-is without any representation or warranty of safety or suitability for any purpose. The Library is not responsible for any defects in any of the tools or equipment or for any loss or damage caused by the use or misuse of tools or equipment by the user.
- If any tool or piece of equipment becomes unsafe or in a state of disrepair, patrons will immediately discontinue use and notify Library staff.
- The Library is not responsible for any injuries caused by the improper use of equipment.
- The Library reserves the right to require patrons to sign a waiver and/or indemnification agreement prior to using equipment.

Operations

- Patrons may only use one piece of equipment at a time unless approved by a Library staff member.
- Library staff must be present when 2CF Studio equipment is in use.
- Patrons must remain with equipment while it is in use, unless otherwise directed by Library staff. Parents or guardians are required to provide active supervision for minors ages 12 and under when using makerspace equipment and tools.
- The Library is not responsible if a project is destroyed, does not print correctly, or does not work. The patron understands that the Library is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied by the Library.
- The Library is not responsible for personal property or files.
- Users must report any accident/incident immediately to a Library staff member, including damage to Library property.
- Patrons may not modify Library hardware or software, or install new programs onto the computers or equipment.
- Library equipment cannot be removed from the 2CF Studio or from 2CF Studio/makerspace programs.
- Food and drink are not permitted in the 2CF Studio unless it is part of a Library program.

Material Use and Fees

- Consumable materials for Library programs will be provided free of charge. Patrons must be thoughtful when using materials and considerate of others. The Library reserves the right to limit the use of consumable materials during programs.

- The Library will charge for personal use of the equipment and consumable materials based on material and machine maintenance costs if not part of a Library program. These fees are subject to change. Please consult the pricing guide on [the Library website \(www.wtmlib.info\)](http://www.wtmlib.info) for current rates.
- The patron is responsible to pay any costs associated with the personal use of machines, materials, and supplies provided by the Library, and for all loss or damage to Library property or clean-up expenses caused by machine misuse.
- Staff must approve all patron-supplied materials before they are used on machines to reduce the risk of damage to machines or harm to patrons within the 2CF Studio.
- Only Library-provided materials may be used in the 3D printer and vinyl printer.

The Library reserves the right to suspend or terminate a user's access to 2CF Studio space, tools, equipment, and materials due to inappropriate behavior, misuse of equipment, or a violation of any of the terms outlined above as determined by Library staff.

Draft Approved by the WTML Library Board – 01/13/2025