

Medfield Public Library

Steam Room Policy

The Steam Room is the name of the Medfield Public Library's makerspace and is located on the lower level of the library adjacent to the stairway. A makerspace is a collaborative place where community members of all ages can gather to use tools and materials to create exciting and useful things.

Steam Room use during Staffed Hours:

The Steam Room will have open hours as listed on the library's webpage: www.medfieldpubliclibrary.org/steam-room. A staff member will be present to assist patrons on the use of equipment and materials. During open hours, the tools and equipment in the Steam Room are on a first come, first served basis. The level of assistance may vary depending on the volume of users, so it is recommended that you make an appointment for individual training or attend one of the offered training sessions to fully utilize the Steam Room equipment. Ages 11 and younger must be accompanied by a parent or guardian.

Steam Room use during Unstaffed Hours:

Patrons can reserve the use of specific equipment during unstaffed hours. Reservations can be made through the Information Services desk in person or by phone (508-359-4544 x8002) Patrons must demonstrate a level of proficiency acquired by training from Steam Room staff on the use of specified equipment. Patrons ages 16 and up may use the area without a parent or guardian present. Ages 15 and younger must be accompanied by a parent or guardian at all times.

General Use Policy:

- ✓ Patrons must have either a valid Medfield Public/Minuteman Library network library card or a valid license or State ID and have read and signed the Steam Room policy.
- ✓ Each time a patron visits the Steam Room thereafter, he or she must register at the Information Desk.
- ✓ All visitors to the Steam Room must comply with all library policies, including the Facility Use Policy, Rules and Regulations, 3D Printer Policy and the Internet Acceptable Use Policy. (See Appendix A)
- ✓ Steam Room items must be left in the same condition in which they were found.
- ✓ The 3D printer will be operated by Steam Room staff only.

- ✓ The library does not accept responsibility if a project is destroyed, does not print correctly, does not work, or if any of the patron's personal equipment is damaged or destroyed while using any of the library's equipment.
- ✓ All equipment MUST stay within the Steam Room or adjacent meeting room.
- ✓ Only the library's computers may be connected to the machines (3D printer, Transfer equipment, vinyl cutter)
- ✓ Storage space may be made available for patrons with unfinished projects as space allows. The library will not accept responsibility for projects left in the Steam Room.
- ✓ Food is prohibited but closed drinks are allowed in the Steam Room.

Safety:

- ✓ The patron is responsible for handling equipment and materials in a safe and proper manner.
- ✓ The patron will follow all safety procedures and abide by the guidance of the library staff in charge.
- ✓ The Steam Room/MPL will provide patrons access to safety supplies as appropriate.
- ✓ Any issues or accidents are to be immediately reported to a library staff member.

Fees :

- ✓ Use of the equipment is free. Any fees for materials will be assessed at library cost.
- ✓ Patrons may be asked to pay for damages they incur to Steam Room/MPL equipment of property.

Steam Room Donation Guidelines

The library is highly appreciative of any donations to the area. Consumable materials are a significant cost to the library and therefore donations are helpful. All donations must be approved by the Steam Room staff. The library reserves the right to refuse any donations to the Steam Room as well as remove any items that are no longer useful. The library staff will not assign any value to a donation, as this is up to the donor (Please see Powers Memorial Library's Donation and Gift Policy)

We welcome donations in the following areas:

- ✓ General craft and art supplies (construction paper, glue, glue guns and glue sticks, colored pencils, paints, brushes, etc.)
- ✓ Knitting Supplies (Yarn, Needles)
- ✓ General Office Supplies (tape, pens, pencils, paper, card stock, etc.)

ACKNOWLEDGEMENT

I, the undersigned, have read and agree to follow the rules set forth in the Steam Room Policy and the general policies of the Medfield Public Library. I understand that infractions of *any* library policy may result in the loss of library and Steam Room privileges.

Name: _____

Signature: _____ Date: _____