



Phillips Free Library Maker Agreement

1. Makers must be valid Phillips Free Library cardholders.
2. Prior to using the PFL Maker Space, Makers must (a) complete a Maker Agreement form; and (b) verify his/her identity with valid photo ID and library card. A Minor without valid photo ID may verify his/her identity with a library card and valid photo ID of a parent/guardian.
3. Makers must “check in” with the staff member on duty, using their Phillips Free Library card, and sign the guest book each time they use the PFL Maker Space.
4. Makers under age 12 must be accompanied by a parent or guardian at all times. Parent/guardian supervision is recommended for all minors, as the Maker Space contains potentially dangerous tools.
5. The PFL provides the Maker with access to safety supplies in the Maker Space, including First Aid Kits, and fire extinguishers. Fire extinguishers are located at the base of the stairs and the far end of the Community Room.
6. The Maker agrees that Phillips Free Library is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment.
7. The Maker agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify the PFL Maker Space staff.
8. The Maker must report any accident or incident that occurs on PFL Maker Space premises to a staff member.
9. Most tools and equipment are available to Makers on a first come, first serve basis, for use in the PFL Maker Space only. Please ask staff for a full list of tools and equipment available. Sign-up sheets will be available for 3-D printer use.
10. Items used in the Maker Space are to be returned in the same condition as they were issued, barring normal wear and tear. All items must be returned clean. The Maker agrees to pay for the loss of or damage to any items and further agrees to accept the Library staff’s assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total. This restitution amount could equal as much as replacement cost of the item.
11. Items used in the Maker Space must be returned by the Maker to their original location. Storage units and spaces are labeled in order to facilitate the proper return of tools.
12. The Maker agrees to take precautions to avoid causing unnecessary mess or damage in the PFL Maker Space. The Maker agrees to clean up his/her workspace in the PFL Maker Space following use, returning the workspace to its original state. The Maker agrees to inform the Staff member in the case that they are unable to return a work surface, tool or equipment to its original state.
13. The Maker acknowledges that the library is only able to provide consumable materials on a limited basis. The Maker agrees to avoid wasting consumable supplies and materials.
14. No food or drink will be permitted at anytime in the PFL Maker Space.

Phillips Free Library, 37 S. Main St., Homer, NY 13077 www.phillipsfreelibrary.org (607) 749-4616

Staff initials _____ Date _____



Phillips Free Library Maker Agreement

I, _____ (print name), affirm that the information I have provided on the Maker Agreement is current, true, and correct. I understand that this information may be subject to verification.

I, _____ (print name), do hereby for myself, on behalf of my heirs, successors, and assigns, in consideration of being permitted to use tools and equipment, waive any and all claims against the Phillips Free Library for any personal injury, illness, death, or liability resulting from or arising out of the carelessness, recklessness, negligence and/or fault of the Phillips Free Library.

I, _____ (print name), hereby for myself, on behalf of my heirs, successors, and assigns, in consideration of being permitted to use tools and equipment, agree to release and indemnify and hold harmless and defend the Phillips Free Library, their offices, agents, volunteers, Board of Trustees and employees from any and all liability, loss, claims, and demands, actions, or cause of action for the death or injury to any persons and for any property damage suffered or incurred by any person which arises or may arise or be occasioned in any way from the maker or possession of tools, technology, equipment or supplies I am using in the PFL Maker Space. Any available insurance of the maker's shall be primary and the PFL's be Non Contributory.

The parties intend each provision to be severable and separate and apart from one another.

The parties agree that any and all disputes resulting in litigation will be commenced, litigated, and adjudicated only in the County of Cortland, State of New York pursuant the laws of the State of New York.

If a court of law construes that any part of this release is invalid, such construction shall not invalidate the remainder of this release.

I have read this release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

Signature _____ Date _____

Printed Name _____

Any maker under eighteen years of age must also obtain the following consent and release before using the PFL Maker Space.

I, _____ (print name), am the parent or guardian of _____ (print name). I consent to this and state that I have read the above release, have no questions about its meaning and voluntarily accept the terms of this release by signing my name below.

Parent/Guardian Signature _____ Date _____

Printed Name _____

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PFL Maker Space Maker Agreement

Welcome to the Phillips Free Library (PFL) Maker Space! Please review the policies and guidelines set forth below. Acceptance of and compliance with these provisions is required for your use of the space, tools, equipment and materials provided within.

Name _____ DOB _____

Phillips Free Library card # _____

Phone # _____

Email _____

Parent/Guardian's Name(if under 18) _____

Phone # _____

Email _____

Address _____

How did you hear about the Maker Space? _____

What would you most like to learn or make in the Maker Space? _____

How do you plan on using the Maker Space? _____

Share Your Skills and Passions!

Interested in helping with classes or programs in the Maker Space?

Yes Maybe Not right now

If so, on what projects or topics? _____

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Staff initials _____ Date _____



PFL Maker Space Safety Guide

Using the PFL Maker Space Safely

Before you begin a project, please read this information.

Supervise minors. It is required that anyone under age 12 is supervised by a parent or guardian in the Maker Space at all times. But supervision is highly encouraged for families of all ages, as the Maker Space contains sharp, hot, and potentially dangerous items.

Focus. Do not distract others or let yourself be distracted when using tools.

Keep hands, fingers and hair away from the blades or other moving parts of equipment.

Maintain a safe work area

- Return tools to their proper storage area when not in use.
- Shut off and unplug items when you are finished using them. Let hot items cool first.
- Keep area free of debris and clutter while working.
- Clean up after you're finished working.
- Clean up spills immediately. Cleaning materials are available; ask at the desk for help.
- When using blades, always close or cover the blade if possible when not in use.

Wear proper attire & safety equipment

- Tie back long hair.
- Avoid dangling jewelry.
- Wear clothing appropriate for the activity being performed.
- Keep sharp tools out of pockets.
- Let us know if a tool isn't working right or if you experience an injury.

Ask us if you have questions about proper operation of equipment or tools. If we don't know, we can help you find the answer.

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